



To the Honorable Council  
City of Norfolk, Virginia

June 13, 2023

**From:** Catheryn R. Whitesell  
Deputy City Manager

**Subject:** FY'24 Compensation Plan

**Reviewed:**

A handwritten signature in black ink, appearing to read "Catheryn R. Whitesell", written over a horizontal line.

Catheryn R. Whitesell, Deputy City  
Manager

**Ward/Superward:**

**Approved:**

A handwritten signature in black ink, appearing to read "Dr. Larry H. Filer II", written over a horizontal line.

Dr. Larry H. Filer II, City Manager

**Item Number:** R-02

- I. **Recommendation:** Adopt the FY 2024 Compensation ordinance and associated attachments
- II. **Applicant:** City of Norfolk
- III. **Description:**  
This agenda item is to adopt the FY 2024 Compensation Plan. The city's Compensation Plan is annually approved by City Council in accordance with the fiscal year Operating Budget.
- IV. **Analysis:**  
The following compensation actions are included in the ordinance and supported by the FY 2024 Operating Budget:

**Citywide Salary Increase**

City employees, with the exception of the employees assigned to Pay Plan 5, shall receive a five percent (5%) general wage increase (GWI). Officers appointed by the Council are authorized to receive a five percent (5%) salary increase. The employees assigned to Pay Plan 5 shall receive a single-step increase. July 1, 2023 (first full pay period in FY 2024) for employees hired by June 30, 2023.

Each pay range minimum and pay range maximum of Plans 1, CCC, COR, CWA, TRO, and SHC will increase by five percent (5%). Pay Plan 5 will increase each step by two and a half

percent (2.5%).

### **Certain Classification Regrades**

The following classifications are regraded so as to increase the starting pay for positions the city has deemed critical to service delivery where attraction and retention has posed unique challenges.

- Telecommunicator Series - . The Telecommunicator series will be moved to the Pay Plan 5 which will significantly increase their starting pay so that our salaries are competitive with other cities in the region. Telecommunicator salaries will now be on a step system that will provide a more predictable pay progression and career ladder. This change will facilitate the recruitment and retention of these invaluable employees.

#### **V. Financial Impact:**

Funding to support the FY 2024 Compensation Plan is included in the FY 2024 Operating Budget.

#### **VI. Environmental:**

N/A

#### **VII. Community Outreach/Notification:**

N/A

#### **VIII. Board/Commission Action:**

N/A

#### **IX. Coordination/Outreach:**

This letter has been coordinated with the Department of Budget and Strategic Planning, Department of Human Resources, and the City Attorney's Office.

Supporting documentation from the Department of Budget and Strategic Planning:

- Ordinance
- FY 2024 Compensation Plan Regulations and Pay Tables

#### **Supporting Material:**

- Ex A Comp Plan Ordinance Tables – FY24
- Ex B Comp Plan Regulations – FY 24
- Ex C Supplements, Bonus, and Incentive Appendices – FY 24
- Ex D Updated Alpha Class List – FY 24
- Ex E Salary Ranges Plans 1 & 2
- Ex F Salary Ranges Plan 5

#### **Supporting Material:**

- Exhibit A - Constitutional Officers Pay Tables(PDF)
- Exhibit B - Regulations for FY'24-Final (PDF)

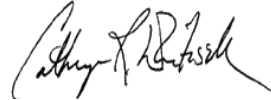
- Exhibit C - Supplements Bonus and Incentive Appendices - FY'24 (PDF)
- Exhibit D - Alpha Classification Listing - FY'24 (PDF)
- Exhibit E - Pay Plans 1-2 - FY'24 (PDF)
- Exhibit F - Pay Plan 5 - FY'24 (PDF)

Form and Correctness Approved: *BAP*

Contents Approved:



By: \_\_\_\_\_  
Office of the City Attorney



By: \_\_\_\_\_  
DEPT. Budget and Strategic Planni

NORFOLK, VIRGINIA

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## Ordinance No.

AN ORDINANCE APPROVING AND ADOPTING THE FISCAL YEAR 2024 COMPENSATION PLAN FOR OFFICERS AND EMPLOYEES OF THE CITY, AMENDING AND REORDAINING SECTION 2-54.2 OF THE NORFOLK CITY CODE, 1979, AS AMENDED, AND APPROVING CRITERIA AND PROCEDURES FOR PAY SUPPLEMENTS FOR CERTAIN CONSTITUTIONAL AND COMMONWEALTH OFFICERS AND THEIR EMPLOYEES.

- - -

BE IT ORDAINED by the Council of the City of Norfolk:

Section 1: - **City Compensation Plan.** That until otherwise changed by the Council, the pay ranges of the various officers and employees of the City, as set forth in this fiscal year 2024 Compensation Plan Ordinance, and the regulations, tables, appendices and other attachments to it (attachments), which are incorporated by reference, for the administration of the Plan are hereby approved, and said Plan is hereby adopted. No officer or employee of the City shall have the authority to amend, revise or otherwise change any aspect of this Compensation Plan Ordinance or its attachments. Only the Council may modify this Ordinance or its attachments, and then only by a new ordinance. Such Plan, as to the positions included, shall supersede and replace the fiscal year 2023 Plan approved and adopted by Ordinance No. 48,752, enacted May 10, 2022, effective July 1, 2022, and as amended.

Section 2: - **Salary Range Adjustments.** That effective July 1, 2023, each pay range minimum and pay range maximum of Plans 1, CCC, COR, CWA, TRO, and SHC will increase by five percent (5%). Pay Plan 5 will increase each step by two and a half percent (2.5%). Any subsequent changes to the maximums shall be approved by council by an amending ordinance.

Section 3: - **Salary Increases.** That effective July 1, 2023, pursuant to the attachments to this ordinance, certain classifications held by City employees will shift pay grades. Employees below the minimum pay of their new pay grade will

receive salary increases effective July 1, 2023 so as to increase their salaries to the minimum of their new pay grade.

Effective July 1, 2023, City employees, with the exception of the employees assigned to Pay Plan 5, shall receive a five percent (5%) general wage increase (GWI), up to the limit of the maximum salary of the pay grade the Council assigned to their position title. Officers appointed by the Council are authorized to receive a five percent (5%) salary increase effective July 1, 2023.

Effective July 1, 2023, the employees assigned to Pay Plan 5 shall receive a single-step increase based on the tables concerning their compensation attached to this ordinance and approved by council. Any subsequent changes shall be approved by council by an amending ordinance. The employees assigned to Pay Plan 5 who are at or above the maximum of the steps assigned to their grade will receive a five percent (5%) general wage increase (GWI), even if that increase requires their salary to move to a higher grade than that attached to their position title in the compensation plan ordinance's attachment titled "Alphabetical Classification Listing", up to the highest step of the highest grade within Plan 5. However, no employee whose position title is within Plan 5 shall be paid a salary above the highest step attached to the highest grade of Plan 5. Any increase in grade or step is merely intended to increase the salary of the incumbent to the extent necessary to receive the full five percent (5%) general wage increase. No such change shall be a promotion, and the incumbent's rank, as exemplified by their position title in the "Alphabetical Classification Listing" shall remain the same regardless of salary, as all promotions within the sworn, classified positions covered by Plan 5 must follow the City Charter and the Rules of the Civil Service Commission.

Section 4: - **Living Wage**. All full-time City employees are guaranteed a minimum, living wage of not less than eighteen dollars (\$18) an hour based on their scheduled hours. In addition to the revisions guaranteeing this minimum, living wage, which are set out in the salary ranges and other tables attached to this ordinance and incorporated herein by reference in their entirety, the City Manager is authorized to make any further adjustments to any City employee's salary necessary to fulfill this guarantee, up to the limit of the maximum salary of the pay grade the Council assigned to the employee's position title.

Section 5: - **Council and Council President**. That until otherwise changed by the Council, the salary of the Council President (Mayor) shall be \$27,000.00, and the salaries of all other members of Council shall be \$25,000.00, and are hereby approved and adopted. This ordinance and its attachments, as

they pertain to the Council or the Council President, shall supersede and replace the fiscal year 2023 Compensation Plan Ordinance of the City of Norfolk, approved and adopted by Ordinance No. 48,752, enacted May 10, 2022, and effective July 1, 2022.

Section 6: - **Constitutional and State Officers and Employees - Pay Ranges.** That until otherwise changed by the Council, the pay ranges of various Constitutional and State officers and their employees, as set forth in this ordinance and its attachments, are hereby approved and adopted. This ordinance and its attachments, as they pertain to said officers and employees shall supersede and replace the fiscal year 2023 Compensation Plan Ordinance of the City of Norfolk, approved and adopted by Ordinance No. 48,752, enacted May 10, 2022, and effective July 1, 2022.

Section 7: - **Constitutional and State Officers and Employees - Change of Provisions.** That the Council shall have the right at any time to change the pay ranges, rates of pay, regulations, and supplements set forth in the compensation plan or supplemental pay schedules adopted in the body of this ordinance or its attachments. Moreover, because the City salary supplements are only intended to grant the Constitutional and state officers and employees parity with City employees, whenever the State Compensation Board authorizes an increase to their salaries during the life of this ordinance, the City Manager shall apply that increase to the employee's State Compensation Board authorized salary, and so as to maintain parity, decrease the City's supplement in proportion to the State Compensation Board increase.

Section 8: - **Constitutional and State Officers and Employees - not City officers or Employees.** That notwithstanding the provisions of any ordinance, regulation or action by the Council, City Manager or the Civil Service Commission of the City of Norfolk to the contrary, codified or otherwise, the officers and employees of the various Constitutional and State offices whose salaries the City funds, regardless of whether the City funds 100% of their salaries or some smaller percentage and regardless of whether their date of hire is prior or subsequent to the date of the adoption of this ordinance, shall not be officers and employees of the City or eligible for any of the various rights that inure to the status of City employment, classified or otherwise. Unless their position is created and authorized by the Council of the City of Norfolk or in some cases, the City Manager and the City Attorney, and such creation is implemented in accordance with the Charter provisions, ordinances, rules, and regulations governing employment with the City, such individuals working within such offices are not and shall not be deemed officers and

employees of the City of Norfolk, but instead are and shall be deemed at will employees of the various Constitutional and State officers and offices, and they shall not, among other things, have any rights to utilize the City of Norfolk's Employee Grievance Procedure. All attorneys licensed to practice law in Virginia or elsewhere who are either in the employment of the City or receiving salaries funded entirely by the City but employed by a Constitutional Officer shall be under the ultimate direction and control of the City Attorney and shall serve at their will. In the case of non-City employees whose attorney positions are entirely funded by the City, they shall receive their City-funded salaries at the will of the City Attorney, regardless of their actual employer.

Section 9: - **Special Fiscal Measures**. That in situations where the Council reduces its appropriations to fund the salaries and benefits of the workforce (for example, due to severe and on-going economic downturn), the City Manager may initiate a reduction in force. A reduction in force may be justified for various reasons or combinations of reasons, including but not limited to, an economic downturn; the reorganization for efficiency of some department, division, or bureau of the City; or the elimination or revision of unnecessary or moribund classifications or positions. In addition, the salaries of all officers and employees, both City Employees and non-City Employees, covered by this ordinance or any of its attachments, including all pay tables, pay systems, pay schedules and pay structures, and its various compensation plan regulations, all of which are incorporated herein by reference, may be adjusted. However, those individuals, if any, whose positions are fully funded by the State Compensation Board shall receive an increase if the Board grants an increase funded entirely by the Commonwealth.

Section 10: - **Council Appointees**. That those Council Appointees listed in Section 11 of the Charter other than the City Manager and the City Attorney, and all officers and employees within their offices, shall be governed by this subsection, notwithstanding any to the contrary elsewhere in this ordinance or its attachments. This applies regardless of whether the member's position would be a classified position (a position within a classification created by the Civil Service Commission or the Director of Human Resources pursuant to the Commission's delegation) if it were within another Department of the City. Pursuant to Section 114 of the Charter and Chapter 2.1 of the City Code, all officers and employees working within those offices, which are the City Clerk, the City Constable (should the City ever return to appointing and hiring a City Constable and employees thereof), the City Assessor, and the City Auditor, are exempt from the classified service and serve

at the will of their respective Council Appointee. This applies regardless of whether the officer or employee's position would be a classified position (a position within a classification created by the Civil Service Commission or the Director of Human Resources pursuant to the Commission's delegation) if it were within another Department of the City. Decisions regarding any aspect of the compensation of the officers and employees of these offices shall be made by the Council Appointees heading those offices, except the total limit on compensation shall be subject to the limits on the funding of their offices as established in the Budget ordinances for the fiscal year governed by this ordinance and its attachments. The Council Appointee's discretion to make compensation decisions are restricted by all other general or special laws, including but not limited to, the Charter, the City Code, and applicable statutes and regulations of the Commonwealth of Virginia and the United States.

Section 11: - **Department of Law.** That the City Attorney, a Council appointee, is the head of the City's Department of Law. All Employees holding positions within the Department of Law are members of the Law Department and, serve under the sole authority and supervision and at the will of the City Attorney, pursuant to Section 114 of the City Charter and Chapter 2.1 of the City Code. This applies regardless of whether the member's position would be a classified position (a position within a classification created by the Civil Service Commission or the Director of Human Resources pursuant to the Commission's delegation) if it were within another Department of the City. All personnel decisions concerning members of the Law Department are at the discretion of the City Attorney. The only limit upon the discretion of the City Attorney in fixing compensation for the members of the law department shall be that established in the budget ordinances for the fiscal year governed by this ordinance and its attachments. Notwithstanding anything to the contrary elsewhere within this ordinance or its attachments, the following rules apply to the Department of Law and its members.

(A) **Demotions.** When the City Attorney demotes a member of the Law Department due to inadequate performance or for disciplinary reasons, the City Attorney may reduce that employee's salary to any specific dollar amount within the pay range attached to the position title to which the employee is demoted.

(B) **Administrative Leave.** The City Attorney is authorized to grant a period of leave with pay not exceeding two work weeks to any member of the Law Department. The authorization of such leave for a new appointee shall be for facilitating recruitment



and transition. The authorization of such leave for an existing appointee shall be based on the appointee's past year's work and performance. This leave must be taken within one year of being granted. Unused leave of this type shall not be paid out upon termination.

(C) New Appointees. The City Attorney may authorize the employment of a new member of the Law at any salary within the pay range assigned to the title. However, employment at a salary exceeding the minimum limit of the pay range shall be based on objective criteria.

(D) Overtime Eligibility. Members of the Law Department who are city attorneys are exempt from the overtime provisions of the Fair Labor Standards Act and shall not be eligible for monetary overtime compensation or compensatory time off for hours worked beyond the normal workweek. Members of the Law Department who are not city attorneys are governed by the overtime provisions of the regulations for the administration of the General Compensation Plan and the Fair Labor Standards Act. All decisions authorizing overtime for members of the Law Department who are non-exempt under the Fair Labor Standards Act shall be made by the City Attorney.

(E) General Wage Increase. The City Council has appropriated a general wage increase of five percent (5%) effective July 1, 2023. Members of the Law Department are eligible for an increase in salary effective July 1, 2023, according to the following rules. The City Attorney shall review each member's salary for the purpose of making a compensation adjustment based on consideration of factors such as performance, market conditions, and total increases authorized by the City Council for all other employees under this ordinance and its attachments. No member is guaranteed a general wage increase. No percentage increase shall exceed the maximum rate of that member's pay range. The total amount of general wage increases under this subsection shall not exceed the equivalent of the cost to give each of the members a five percent (5%) increase. Whether to give an increase and the amount of any individual member's increase are at the discretion of the City Attorney. In addition to any compensation awarded to the City Attorney elsewhere within this ordinance or its attachments, the City Attorney shall also be provided the use of a cell phone, an iPad, and similar electronic devices.

(F) Bonuses. The City Attorney is authorized to recommend and approve bonuses for good cause shown, including but not limited to, exceptionally meritorious service by any member of the Law Department. Bonuses shall be limited to no more than ten

percent (10%), up to a maximum of Ten Thousand Dollars (\$10,000.00). Bonuses will not be included in an employee's base wages or retirement calculation.

(G) Administrative Pay Adjustments. The City Attorney may authorize one administrative pay adjustment per fiscal year for members of the Law Department for meritorious service demonstrated as an ongoing and continual basis. An administrative pay adjustment is an amount above the general wage increase provided in subsection (E) above.

(H) Reductions of Compensation. In addition to demotions, the City Attorney may reduce the compensation of any member of the Law Department who fails to perform satisfactory work. At any time during the effective duration of this ordinance and its attachments, the City Attorney may reevaluate the compensation of any member whose rate of compensation has been reduced pursuant to this subsection. If upon reevaluation the City Attorney finds that the member's work has improved, the City Attorney may approve an adjustment of that member's rate of compensation.

(I) Promotions. When a member of the Law Department is promoted, the City Attorney may increase the attorney's compensation to any specific dollar amount within the pay range assigned to the position title to which the promotion is made.

(J) Annual Leave, Leave Carryover and Leave Payout. Section 2-49 of the City Code, 1979, as amended, governs annual leave and its carryover for members of the Law Department. Any remaining accrued leave due to a member of the Law Department who has left City service will be paid in the pay period following the last actual work day.

Section 12: - Constitutional Officers. Whereas, it is the desire of the Council of the City of Norfolk and the Constitutional Officers of the City of Norfolk that the compensation of certain officers and employees of these offices which are fixed by the State Compensation Board of the Commonwealth of Virginia pursuant to Virginia Code §15.2-1627.1, as amended, be supplemented; and

Whereas, Virginia Code §15.2-1605.1, as amended, authorizes the Council, in its discretion, to supplement the compensation of Constitutional Officers and their officers and employees in such amounts as it may deem expedient; and

Whereas, the supplementation of the compensation of officers and employees of these offices is not intended to and shall not constitute them employees of the City for any purpose and shall

not authorize the application to them of any personnel policies of the City.

(A) Every officer or employee of the City's Constitutional Officers whose compensation is fixed by the State Compensation Board of the Commonwealth of Virginia shall in no event receive any lesser compensation than that fixed by said Board.

(B) The Constitutional Officers, whenever the compensation of an officer or employee of their office is increased by the State Compensation Board of the Commonwealth of Virginia to a sum exceeding the supplemented salary, shall take immediate action to notify the Director of Human Resources to adjust the compensation payable to such officer or employee so that it is not less than that fixed by the Compensation Board.

(C) Any compensation paid in accordance with this ordinance to an officer or employee of the City's Constitutional Officers in excess of the sum fixed by the State Compensation Board shall constitute a local supplement, to be payable entirely from the funds of the City appropriated for that purpose in the annual appropriations ordinance for fiscal year 2024.

(D) The appropriations made to fund these supplements and any payments made pursuant to such appropriations are conditioned upon this requirement: that the number of positions within each job title under the Constitutional Officers shall not be increased beyond the total established as of the effective date of this ordinance without the permission of the City Manager.

(E) The purposes of this ordinance and of the criteria and procedures it establishes are solely to supplement the compensation of the officers and employees of the Constitutional Officers, as authorized by Virginia Code §15.2-1605.1, as amended. Nothing contained herein or in any City ordinance shall alter the status of such persons as officers and employees of the Constitutional Officers, and not of the City of Norfolk, and any references to and/or applications of any City Compensation Plan or other City ordinance are solely for the purpose of administrative convenience in computing the amount of authorized supplements.

(F) The compensation of officers or employees of the City, if any, assigned to the supervision of the Constitutional Officers shall be governed solely by the City Compensation Plan and attachments.

(G) The total funding for salaries for any Constitutional Office shall not exceed the total authorized by the State Compensation Board plus these authorized supplements. If at any time during the life of this ordinance, the total salary for any

Constitutional Office exceeds the limits, the City Manager shall take immediate action to reduce that office's supplement.

(H) The supplements for each Constitutional Officer and their office shall be as set out in the City's Annual Appropriations Ordinance and may not be added to without a subsequent amendment of that ordinance. The payment of any supplements to a particular Constitutional Officer or their employees shall be conditioned on the full cooperation of that officer with the City Manager and the Director of Human Resources in providing all information necessary to include the Constitutional Officers and their employees in the City's systems for calculating the pay and benefits of those City, Commonwealth, or Constitutional Officer employees whose pay and benefits flow through the City's human resource and financial systems, including but not limited to such systems as PeopleSoft. In addition, these supplements may be reduced or eliminated at any time pursuant to other subsections of this ordinance and its attachments, so long as the salaries of the Constitutional Officers and their employees remain equal to or greater than those established by the general laws of the Commonwealth of Virginia.

Section 13: - **Director of Elections**. That every officer or employee of the Director of Elections shall be placed within the pay ranges provided in the attachments to this ordinance where appropriate to their pay rates. The salary of the Director of Elections shall be increased by five percent (5%) effective July 1, 2023. Salaries of officers and employees of the Director of Elections shall be increased by five percent (5%) effective July 1, 2023. Only officers and employees hired before June 30, 2023 are eligible for the increase. Nothing contained within this ordinance and its attachments shall alter the status of the Director of Elections and her officers and employees, and their inclusion herein is solely for administrative convenience. The daily compensation for Election Officers assigned to work at voting precincts shall be as follows: Chief Officer, three hundred dollars (\$300) (to include training and delivery of election materials); Assistant Chief, two hundred fifty dollars (\$250) (to include training); Pollbook Officer, two hundred twenty-five dollars (\$225) (to include training); Officer of Election, two hundred dollars (\$200) (to include training); Election Page, one hundred fifty dollars (\$150) for a full day or seventy-five (\$75) for a half day. If the Assistant Chief is required to fill in for Chief Officer, they shall be compensated at the Chief Officer rate.

Section 14: - **Magistrates**. Whereas, Section 19.2-46.1 of the Code of Virginia, as amended, authorizes the governing bodies of counties and cities to supplement the compensation of magistrates so long as the total amount, Commonwealth salary

plus City supplement, does not exceed fifty percent (50%) of the amount paid by the Commonwealth to any magistrate, and

Whereas, the Council considers it to be in the interests of the City that the compensation of magistrates be supplemented; now therefore, the Council ordains as follows:

(A) That the City shall supplement the fixed compensation paid by the Commonwealth of Virginia to the magistrates appointed to serve in the City of Norfolk in the amounts indicated below, the funds for such supplements having been heretofore appropriated in the annual appropriations ordinance of the City for fiscal year 2024. As provided in Section 19.2-46.1, referenced above, the governing body of any county or city may add to the fixed compensation of magistrates such amount as the governing body may appropriate with the total amount not to exceed fifty percent (50%) of the amount paid by the Commonwealth to magistrates, provided such additional compensation was in effect on June 30, 2008 for such magistrates and any magistrate receiving such additional compensation continues in office without a break in service. However, the total amount of additional compensation may not be increased after June 30, 2008. No additional amount paid by a local governing body shall be chargeable to the Executive Secretary of the Supreme Court, nor shall it remove or supersede any authority, control or supervision of the Executive Secretary or Committee on District Courts.

(B) That the City shall supplement the fixed compensation of each of the magistrates employed on or before June 30, 2008 by adding thereto a sum equal to ten percent (10%) of their fixed compensation, to be paid in quarterly installments.

(C) That the purpose of this ordinance is solely to supplement the compensation of the magistrates with funds of the City, up to the limit set by and as authorized by Section 19.2-46.1 of the Code of Virginia, as amended, and nothing contained herein shall alter the status of such persons as officers or employees of the Commonwealth and not of the City of Norfolk.

Section 15: - **Public Defenders**. Whereas, Section 19.2-163.01:1 of the Code of Virginia, 1979, as amended, authorizes the governing bodies of any county or city to supplement the compensation of the public defender or any of the public defender's deputies or employees above the compensation fixed by Executive Director of the Virginia Indigent Defense Commission, in such amounts as it may deem expedient so long as such supplements are paid wholly from the funds of such county or city and meet other statutory requirements, and

Whereas the Council considers it to be in the interests of the City that the compensation of the public defender, or the

public defender's deputies or employees be supplemented; now therefore, the Council ordains as follows:

(A) That the City shall supplement the fixed compensation of the public defender, or the public defender's deputies or employees previously appropriated in the annual appropriations ordinance of the Executive Director of the Virginia Indigent Defense Commission on July 1, 2022, with the additional sum, paid wholly from funds of the City, of ten thousand dollars (\$10,000) to the public defender and the public defender's deputies (or other licensed attorneys the public defender may employ) and five thousand dollars (\$5,000) to any of the public defender's employees who are not licensed attorneys, said supplements to be paid in quarterly installments;

(B) That due to the privileged and protected nature of the attorney-client relations and the statutory scope of representation as provided in sections 19.2-157 and 19.2-163.3 of the Code of Virginia, 1950, as amended, the City shall not place any condition or requirement upon the receipt of such funds beyond those expressed elsewhere in this ordinance concerning the status of such officers and employees as not being City employees and concerning the reduction of supplements if the Commonwealth increases the base salaries of any supplemented positions during the City's fiscal year; and

(C) That funds provided by the City under this section shall be paid directly to the employees. However, the City shall report to the Virginia Indigent Defense Commission of the amounts of any supplements so provided.

Section 16:- **City Code Amendment.** That Section 2-54.2 of the Norfolk City Code, 1979, as amended, concerning volunteer leave is hereby amended and reordained in its entirety, numbered and reading as follows:

Sec. 2-54.2. Volunteer leave.

All regular, full-time (not temporary or part-time) city employees are granted four (4) hours of paid leave per calendar year for community service within the Norfolk Public School Division or in service to an established not-for-profit community organization within the City of Norfolk.

This leave must be approved in advance through normal departmental processes. The city manager shall

designate eligible community organizations. Unused volunteer leave during each year will be forfeited.

Section 17: - That this ordinance, shall be in effect from and after July 1, 2023.

EXHIBITS:

Exhibit A - Constitutional Officers Pay Table for FY'24 (8 pages)

Exhibit B - Regulations for FY'24 Compensation Plan (18 pages)

Exhibit C - Appendix 1 - Job Assignment Supplements (8 pages)

Exhibit D - Alphabetical Classification Listing (13 pages)

Exhibit E - Pay Plans 1 & 2 for FY'24 (1 page)

Exhibit F - Pay Plan 5 for FY'24 (1 page)

## FY 2024 Ordinance Pay Tables

Clerk of the Circuit Court (CCC) Pay Plan FY 2024 7/1/23 – 6/30/24					
Job Code	Classification Title	Salary Plan	Grade	Minimum	Maximum
CC0007	Administrative Assistant - CC	CCC	5	\$50,902	\$81,370
CC0006	Administrative Manager - CC	CCC	6	\$61,554	\$98,406
CC0013	Applications Manager - CC	CCC	8	\$75,914	\$133,609
CC0011	Cashier - CC	CCC	2	\$40,362	\$64,579
CC0002	Chief Deputy Circuit Court	CCC	8	\$75,914	\$133,609
CC0001	Clerk of the Circuit Court	CCC	9	N/R	N/R
CC0004	Comptroller - CC	CCC	7	\$65,681	\$104,998
CC0012	Deputy Clerk I - CC	CCC	1	\$39,312	\$62,899
CC0010	Deputy Clerk II - CC	CCC	2	\$40,362	\$64,579
CC0009	Deputy Clerk III - CC	CCC	3	\$41,412	\$66,259
CC0008	In Court Clerk - CC	CCC	4	\$43,023	\$72,429
CC0005	Supervising Deputy Clerk - CC	CCC	6	\$61,554	\$98,406

CCC Pay Schedule FY 2024 7/1/23 – 6/30/24			
Grade	Minimum	Midpoint	Maximum
1	\$39,312	\$51,106	\$62,899
2	\$40,362	\$52,471	\$64,579
3	\$41,412	\$53,836	\$66,259
4	\$43,023	\$57,726	\$72,429
5	\$50,902	\$66,136	\$81,370
6	\$61,554	\$79,980	\$98,406
7	\$65,681	\$85,339	\$104,998
8	\$75,914	\$104,762	\$133,609
9	N/R	N/R	N/R



## FY 2024 Ordinance Pay Tables

Commissioner of the Revenue (COR) Pay Plan FY 2024 7/1/23 – 6/30/24					
Job Code	Classification Title	Salary Plan	Grade	Minimum	Maximum
CR0005	Administrative Manager - COR	COR	5	\$65,681	\$104,998
CR0006	Chief Deputy - COR	COR	6	\$75,914	\$133,609
CR0007	Commissioner of the Revenue	COR	7	N/R	N/R
CR0001	Deputy I - COR	COR	1	\$39,312	\$62,899
CR0002	Deputy II - COR	COR	2	\$43,865	\$76,497
CR0003	Deputy III - COR	COR	3	\$52,399	\$86,632
CR0004	Supervising Deputy - COR	COR	4	\$61,554	\$98,406

COR Pay Schedule FY 2024 7/1/23 – 6/30/24			
Grade	Minimum	Midpoint	Maximum
1	\$39,312	\$51,106	\$62,899
2	\$43,865	\$60,181	\$76,497
3	\$52,399	\$69,516	\$86,632
4	\$61,554	\$79,980	\$98,406
5	\$65,681	\$85,339	\$104,998
6	\$75,914	\$104,762	\$133,609
7	N/R	N/R	N/R

## FY 2024 Ordinance Pay Tables

### Commonwealth's Attorney (CWA) Pay Plan FY 2024 7/1/23 – 6/30/24

Job Code	Classification Title	Salary Plan	Grade	Minimum	Maximum
CA0004	Administrative Assistant - CWA	CWA	3	\$41,412	\$66,259
CA0012	Assistant Commonwealth's Attorney I	CWA	9	\$64,655	\$102,801
CA0013	Assistant Commonwealth's Attorney II	CWA	10	\$72,286	\$114,932
CA0014	Assistant Commonwealth's Attorney III	CWA	11	\$82,314	\$130,878
CA0016	Chief Deputy Commonwealth's Attorney	CWA	13	\$107,478	\$170,891
CA0017	Commonwealth's Attorney	CWA	14	N/R	N/R
CA0015	Deputy Commonwealth's Attorney	CWA	12	\$96,574	\$153,553
CA0011	Director of Communications - CWA	CWA	8	\$57,889	\$92,621
CA0010	Executive Secretary / Assistant - CWA	CWA	7	\$50,904	\$81,369
CA0009	Legal Administrator - CWA	CWA	8	\$57,889	\$92,621
CA0008	Legal Assistant - CWA	CWA	6	\$44,687	\$71,435
CA0006	Legal Secretary I - CWA	CWA	2	\$40,362	\$64,579
CA0007	Legal Secretary II - CWA	CWA	4	\$42,462	\$67,939
CA0005	Paralegal - CWA	CWA	4	\$42,462	\$67,939
CA0019	Public Information Specialist - CWA	CWA	4	\$42,462	\$67,939
CA0001	Victim / Witness Program Advocate	CWA	1	\$39,312	\$62,899
CA0002	Victim / Witness Program Assistant Director	CWA	2	\$40,362	\$64,579
CA0018	Victim / Witness Program Coordinator	CWA	4	\$42,462	\$67,939
CA0003	Victim / Witness Program Director	CWA	6	\$44,687	\$71,435

CWA Pay Schedule FY 2024 7/1/23 – 6/30/24			
Grade	Minimum	Midpoint	Maximum
1	\$39,312	\$51,106	\$62,899
2	\$40,362	\$52,471	\$64,579
3	\$41,412	\$53,836	\$66,259
4	\$42,462	\$55,201	\$67,939
5	\$43,512	\$56,566	\$69,619
6	\$44,687	\$58,061	\$71,435
7	\$50,904	\$66,136	\$81,369
8	\$57,889	\$75,255	\$92,621
9	\$64,655	\$83,728	\$102,801
10	\$72,286	\$93,609	\$114,932
11	\$82,314	\$106,596	\$130,878
12	\$96,574	\$125,063	\$153,553
13	\$107,478	\$139,184	\$170,891
14	N/R	N/R	N/R

## FY 2024 Ordinance Pay Tables

Treasurer (TRO) Pay Plan FY 2024 7/1/23 – 6/30/24					
Job Code	Classification Title	Salary Plan	Grade	Minimum	Maximum
TR0003	Administrative Manager - TR	TRO	5	\$65,681	\$104,998
TR0012	Chief Deputy - TR	TRO	6	\$75,914	\$133,609
TR0013	City Treasurer	TRO	7	N/R	N/R
TR0005	Deputy I - TR	TRO	1	\$39,312	\$62,899
TR0006	Deputy II - TR	TRO	2	\$43,865	\$76,497
TR0007	Deputy III - TR	TRO	3	\$47,850	\$86,632
TR0010	Deputy IV - TR	TRO	4	\$61,554	\$98,406
TR0001	Supervising Deputy - TR	TRO	4	\$61,554	\$98,406

TRO Pay Schedule FY 2024 7/1/23 – 6/30/24			
Grade	Minimum	Midpoint	Maximum
1	\$39,312	\$51,106	\$62,899
2	\$43,865	\$60,181	\$76,497
3	\$47,850	\$67,241	\$86,632
4	\$61,554	\$79,980	\$98,406
5	\$65,681	\$85,339	\$104,998
6	\$75,914	\$104,762	\$133,609
7	N/R	N/R	N/R

## FY 2024 Ordinance Pay Tables

### Sheriff's Civilian (SHC) Pay Plan FY 2024 7/1/23 – 6/30/24

Job Code	Classification Title	Salary Plan	Grade	Minimum	Maximum
SC0028	811 Food Service Manager	SHC	10	\$43,023	\$68,391
SC0029	811 Food Service Worker	SHC	5	\$40,100	\$64,159
SC0012	Assistant Inmate Classification Manager	SHC	11	\$47,433	\$75,401
SC0007	Assistant Procurement Specialist	SHC	9	\$41,150	\$65,839
SC0045	Case Manager I - SC	SHC	12	\$49,509	\$79,326
SC0046	Case manager II - SC	SHC	15	\$56,532	\$89,872
SC0030	Civilian Court Security Screener	SHC	5	\$40,100	\$64,159
SC0044	Clinical Mental Health Professional	SHC	13	\$52,295	\$83,130
SC0019	Corrections Director	SHC	16	\$59,358	\$94,359
SC0031	Counselor - SC	SHC	8	\$40,887	\$65,419
SC0013	Education Program Manager	SHC	11	\$47,433	\$75,401
SC0008	Education Programs Specialist	SHC	10	\$43,023	\$68,391
SC0005	Electronic Surveillance Supervisor	SHC	7	\$40,625	\$64,999
SC0032	Executive Assistant - SC	SHC	10	\$43,023	\$68,391
SC0033	Facilities Manager - SC	SHC	16	\$59,358	\$94,359
SC0034	Fiscal Manager	SHC	14	\$54,909	\$87,288
SC0022	Fleet Coordinator - SC	SHC	4	\$39,837	\$63,739
SC0009	Grievance Coordinator	SHC	10	\$43,023	\$68,391
SC0035	HR Administrator - SC	SHC	16	\$59,358	\$94,359
SC0016	Human Resources & Budget Director	SHC	14	\$54,909	\$87,288
SC0020	Information Technology Systems Director	SHC	17	\$66,343	\$106,058
SC0015	Inmate Classification Manager	SHC	13	\$52,295	\$83,130
SC0010	Inmate Classification Specialist	SHC	10	\$43,023	\$68,391
SC0023	Inmate Rehabilitation Coordinator	SHC	12	\$49,509	\$79,326
SC0024	Investigations Director	SHC	14	\$54,909	\$87,288
SC0017	Legal Counsel	SHC	15	\$56,532	\$89,872
SC0036	Library Assistant - SC	SHC	3	\$39,575	\$60,304
SC0042	Local Inmate Data System Technician	SHC	9	\$41,150	\$62,704
SC0025	Maintenance Mechanic - SC	SHC	4	\$39,837	\$60,704
SC0037	Maintenance Mechanic II - SC	SHC	7	\$40,625	\$61,904
SC0006	Microcomputer Systems Analyst - SC	SHC	8	\$40,887	\$62,304
SC0018	Network Engineer - SC	SHC	16	\$59,358	\$89,866
SC0026	Payroll & Benefits Coordinator	SHC	8	\$40,887	\$62,304
SC0011	Procurement Specialist - SC	SHC	10	\$43,023	\$65,134

## FY 2024 Ordinance Pay Tables

### Sheriff's Civilian (SHC) Pay Plan (continued) FY 2024 7/1/23 – 6/30/24

Job Code	Classification Title	Salary Plan	Grade	Minimum	Maximum
SC0043	Professional Standards Office Analyst	SHC	10	\$43,023	\$68,391
SC0038	Property Technician - SC	SHC	4	\$39,837	\$63,739
SC0014	Public Affairs Officer	SHC	11	\$47,433	\$75,401
SC0039	Public Relations Assistant - SC	SHC	7	\$40,625	\$64,999
SC0001	Records Clerk	SHC	2	\$39,312	\$62,899
SC0040	Records Clerk II	SHC	7	\$40,625	\$64,999
SC0002	Secretary I	SHC	3	\$39,575	\$63,319
SC0003	Secretary II	SHC	5	\$40,100	\$64,159
SC0004	Secretary to the Sheriff	SHC	6	\$40,362	\$64,579
SC0021	Sheriff	SHC	18	N/R	N/R
SC0027	Staff Accountant	SHC	10	\$43,023	\$68,391
SC0041	Work Release Van Driver	SHC	6	\$40,362	\$64,579

### SHC Pay Schedule FY 2024 7/1/23– 6/30/24

Grade	Minimum	Midpoint	Maximum
1	N/A	N/A	N/A
2	\$39,312	\$51,106	\$62,899
3	\$39,575	\$51,447	\$63,319
4	\$39,837	\$51,788	\$63,739
5	\$40,100	\$52,129	\$64,159
6	\$40,362	\$52,471	\$64,579
7	\$40,625	\$52,812	\$64,999
8	\$40,887	\$53,153	\$65,419
9	\$41,150	\$53,494	\$65,839
10	\$43,023	\$55,707	\$68,391
11	\$47,433	\$61,417	\$75,401
12	\$49,509	\$64,418	\$79,326
13	\$52,295	\$67,712	\$83,130
14	\$54,909	\$71,098	\$87,288
15	\$56,532	\$73,202	\$89,872
16	\$59,358	\$76,858	\$94,359
17	\$66,343	\$86,201	\$106,058
18	N/R	N/R	N/R

Attachment: Exhibit A - Constitutional Officers Pay Tables (FY'24 Compensation Plan)

## FY 2024 Ordinance Pay Tables

Sheriff's Sworn Pay Plan FY 2024 7/1/23– 6/30/24					
Job Code	Classification Title	Salary Plan	Grade	Minimum	Maximum
SS0001	Deputy Sheriff (Recruit)	5	1	\$44,342	\$44,342
SS0002	Deputy Sheriff	5	3	\$48,250	\$73,200
SS0004	Deputy Sheriff (Corporal)	5	4	\$53,408	\$80,978
SS0011	Deputy Sheriff (Senior)	5	4	\$53,408	\$80,978
SS0003	Deputy Sheriff (Master)	5	5	\$57,786	\$87,615
SS0005	Deputy Sheriff (Sergeant)	5	6	\$59,031	\$89,502
SS0006	Deputy Sheriff (Lieutenant)	5	7	\$69,365	\$102,607
SS0007	Deputy Sheriff (Captain)	5	8	\$85,163	\$117,049
SS0009	Deputy Sheriff (Lieutenant Colonel)	5	9	\$95,824	\$131,702
SS0010	Deputy Sheriff (Colonel)	5	11	\$115,898	\$144,482

### Sheriff Supplements

Sworn Sheriff personnel assigned to the following special duty assignments shall receive the specified amounts, in addition to their regular pay rates, for the duration of such assignments:

Assignment	Amount	Eligibility	Other Information
Emergency Response Team	\$150/month	As assigned	For duration of assignment
Honor Guard	\$50/month	Deputy Sheriff Lieutenant and below as assigned	For duration of assignment
Clothing Allowance	\$65/month	As assigned	For duration of assignment
High Constable Supplement	\$1562.50/month	Sheriff	For duration of assignment
Bilingual Pay	\$57.70 per pay period (\$1,500 annual stipend over 26 pay periods). Does not compound for additional language skills	Various job classifications based on department need. Department of Human Resources approval required	Bilingual pay (including sign language) for staff who are certified as having applicable language skills that the City requires on a periodic or regular basis. Recertification required

## FY 2024 Ordinance Pay Tables

Assignment	Amount	Eligibility	Other Information
Education Pay	\$42/month	As assigned	Associate's or Bachelor's degree from an accredited college or university in any program certified by the Sheriff as relevant to the performance of the employee's position. Limited to no more than one supplement, regardless of the number of degrees.
Field Training Instructor	\$80/month	As assigned	For duration of assignment
Drug Dog Handler	\$80/month	As assigned	For duration of assignment; stipend to defray dog care related expenses; not included in calculation of regular rate of pay, consistent with FLSA.

Attachment: Exhibit A - Constitutional Officers Pay Tables (FY'24 Compensation Plan)



# REGULATIONS FOR THE ADMINISTRATION OF THE FY 2024 COMPENSATION PLAN

These Regulations of the FY2024 Compensation Plan are effective as written until Council's approval of a new Compensation Plan with new Regulations or Council's approval over the course of the 2024 fiscal year of amendments to these Regulations.

## **Section 1. Authority and Discretion**

(1) These regulations and associated Charter provisions and ordinances, codified and uncoded, apply to all employees of the City of Norfolk. No officer or employee of the City shall have the authority by reference, omission, or error to change the content and administration of the City of Norfolk Compensation Plan.

(2) The City Attorney has at least the same authority and discretion as the City Manager for classifications that fall under the Department of Law. In some cases, the City Attorney's authority is separately addressed in provisions of the compensation plan ordinance.

## **Section 2. Classification Updates**

(1) Deletions - The elimination of a classification is due primarily to efficiency and effectiveness. Affected employees shall be governed by the reduction-in-force provisions.

(2) Additions – The City Manager in concert with the Director of Human Resources is authorized to create classifications during the fiscal year, as determined by emergency operational needs, to the extent authorized by Section 2.1-7 (d) of the Norfolk City Code, 1979, as amended. Such new classifications shall be confirmed by council by ordinance as soon as possible afterwards in the form of amendments to the compensation plan for this fiscal year.

## **Section 3. Constitutional and State Board Appointed Employees**

The City's Compensation Plan assigns pay grades to certain class titles applicable only to persons who are not employees of the City, but who are employed by other governmental officials or entities, including the Commonwealth of Virginia, such as the the Director of Elections or the Norfolk Sheriff. In addition, certain class titles listed in this Compensation Plan may be assigned not only to persons who are City employees, but also to certain other persons not employed by the City. Nothing in this Compensation Plan is intended to alter the employment status of persons employed by officials or entities other than the City of Norfolk and the inclusion of class titles applicable to such persons in this Plan shall not have that result. Although the pay grades, pay rates and regulations contained in this Plan may be used by governmental officials and entities other than the City, at their discretion, with respect to the compensation of their employees, no such application shall be deemed to render such persons City employees, or to grant them any rights applicable to City employees.



## **Section 4. Definitions**

**"Classification"** - A group of positions or other employments authorized by ordinance, e.g., special projects, which are sufficiently alike in duties and responsibilities that they are placed in the same classification specification by the Civil Service Commission or the Director or Human Resources pursuant to a delegation of authority from the Commission and Section 2.1-6 (b) of the Norfolk City Code, 1979, as amended, and described by the same title and assigned to the same pay grade in this Compensation Plan. In the case of positions exempted from the classified service, the term "classification" is used for convenience only, as the Civil Service Commission has no authority in relation to such positions.

**"Classified"** – All classes of positions that have certain rights and privileges and are governed by Charter Sections 110 through 125 and the Rules of the Civil Service Commission.

**"Employee"** - As used in these regulations, includes employees and officers of the City whose compensation is specified in this Compensation Plan.

**"FLSA"** - The Fair Labor Standards Act.

**"Exempt Employees"** - Employees who are not covered by or are exempted from the minimum wage and overtime provisions of the Fair Labor Standards Act.

**"Non-exempt Employees"** - Employees who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

**"Pay Grade"** - A series of specific pay rates assigned to a classification as the compensation for that classification.

**"Pay Rate"** - A specific dollar amount, expressed as either an annual or hourly rate as shown in the Compensation Plan schedules.

**"Regular Rate of Pay"** - An hourly rate for non-exempt employees determined by dividing total remuneration for employment (calculated in accordance with the FLSA) in any workweek by the total hours worked, or, in the case of fire protection/emergency medical, or law enforcement employees, by the number of hours in the applicable declared work period established pursuant to Section 7(k) of the FLSA and Section 9.1-701 of the Virginia Code.

**"Red-Circle"** -. A designation for incumbents whose salaries are at the maximum of their specified pay grade within Plan 1 of the annual compensation plan. The salaries of such Incumbents are frozen until such time as their pay grade's maximum salary is increased by council. Absent a promotion to a position under a different grade with a higher maximum salary (subject to the Charter and Rules of the Civil Service Commission if the position is classified), any additional compensation awarded to frozen "Red-Circle" employees shall be in the form of a bonus up to the limits imposed upon bonuses by the compensation plan ordinance and these regulations. Special

Rules concerning the maximum salaries of incumbents whose positions are governed by Plan 5 are addressed in the compensation plan ordinance.

**"Unclassified"** – All classes of positions that serve at the will of the city manager or city attorney pursuant to Charter Sections 114 or 114.1.

### **Section 5. Demotions**

(1) The salary of an employee demoted will be reduced by at least 5% within the new pay range not to exceed the maximum salary of the new pay range.

(2) When an employee is demoted during a promotional probationary period, the salary shall be reduced to the pay rate formerly received prior to promotion.

### **Section 6. Salary Adjustments**

- (1) Bonus - the city manager is authorized to approve bonuses for good cause shown, including but not limited to, exceptionally meritorious service by any city employee other than a member of the Law Department (whose salary and bonuses are subject to the city attorney). Bonuses shall be limited to no more than ten percent of salary (10%), up to a maximum of Ten Thousand Dollars (\$10,000.00). Bonuses will not be included in an employee's base wages or retirement calculation.
- (2) Police Officer Retention Bonus Program - All Officers wishing to participate in this Bonus Program must first execute a contract delineating their rights and duties under this Program.

This Section 6 of the Regulations, as with all provisions of the Annual Compensation Plan (ordinance and exhibits including Regulations), is effective until Council's approval of a new Compensation Plan, or its amendment to the current Compensation Plan.

#### **(a) Qualifying Groups**

##### **i. Captains to Lieutenants**

All current sworn officers within this group may sign during the life of this Compensation Plan (Ordinance and exhibits including Regulations, as amended), a five-year commitment to continue employment as a Norfolk Police Officer and receive a bonus as provided for by this regulation and its associated contract. Individual bonuses will be established in the contracts based on the number of police officer vacancies but will be not more than eight thousand dollars (\$8,000) each.

##### **ii. Sergeants and below excluding Police Recruits**

All current sworn officers within this group may sign during the life of this Compensation Plan (Ordinance and exhibits including Regulations, as amended) a five-year commitment to continue employment as a Norfolk Police Officer and receive a bonus as provided for by this regulation and its associated contract. Individual bonuses will be established in the contracts based on the number of police officer vacancies but will be not more than twelve thousand dollars (\$12,000) each.

iii. Police Recruits

All Officers hired into the Police Recruit classification who successfully complete the Academy during the effective life of this Compensation Plan (ordinance and exhibits including Regulations, as amended) and are automatically reclassified into Police Officer position may choose:

1. To immediately sign a five-year commitment and receive a bonus as provided for by this regulation and its associated contract. Individual bonuses will be established in the contracts based on the number of police officer vacancies but will not be more than five thousand dollars (\$5,000) each.
2. To sign no immediate five-year commitment. Such officers may be eligible to later sign a five-year commitment after their one-year probationary period as a Police Officer ends, depending on the then current Compensation Plan (ordinance and exhibits including Regulations, as amended). Individual bonuses will be established in the contracts based on the number of police officer vacancies but will be the same as for those in Qualifying Group (b).

(b) Program Specifics

- i. Officers' bonuses will vest gradually over a period of five years at the rate of 20% (percent) per year.
- ii. Officers voluntarily separating from City employment must repay unvested portions of their bonuses.
- iii. Officers terminated for cause must repay unvested portions of their bonuses.
- iv. Officers' Five-year commitment cannot be prorated for planned retirement.
- v. Officers' years worked while in DROP will not count towards a five-year commitment.
- vi. Officers' time spent on active duty if recalled to active military duty will count towards a five-year commitment.

(c) Exceptions to Repayment Provision

Repayment is not required under these circumstances, upon an officer's resignation with the provision of adequate proof of the circumstances (adequacy to be determined by the City):

- i. An Officer's spouse or partner in the military is transferred to a new duty station more than 50 miles from Norfolk.
- ii. An Officer's spouse or partner receives a verified job offer more than 50 miles from Norfolk.
- iii. An Officer's resignation when required to provide long-term care to a sick family relation. Family relationships eligible for this exception shall be those for which an Officer could take sick leave to care for pursuant to Section 2-50 of the Norfolk City Code (1979), as amended.
- iv. An Officer's developing a health condition preventing them from carrying out their duties if that condition could not be accommodated for pursuant to the Americans with Disabilities Act.
- v. An officer's position being eliminated as part of a Reduction in Force.

- (3) Referral Bonus - An incentive to current employees who refer applicants who are selected and successfully hired. The two-part referral bonus award payment will be authorized by the Human Resources Director in conjunction with the Finance Director. The first payment will be after the referred candidate is hired and completes 60 days of continuous employment in good standing. After the non-sworn referred candidate successfully completes their Probationary Period (or after six (6) months if there is no probationary period), or the sworn referred candidate successfully completes their recruit academy in good standing with no corrective/disciplinary action, the employee responsible for the referral will receive the second half of the award. For each full-time non-sworn position filled, the employee will receive three thousand dollars (\$3,000). General Employees are also eligible for the five thousand dollars (\$5,000) police officer referral program if they refer candidates for vacant police officer positions.

- (4) Signing Bonus - An incentive paid to a new employee to join the City. The two-part signing bonus award payment will be authorized by the Director of Human Resources in conjunction with the Director of Finance. The first payment will be after the new employee is hired and completes 60 days of continuous employment. After a new employee successfully completes their Probationary Period (or after six (6) months if there is no probationary period), or the new sworn employee successfully completes their recruit academy in good standing with no corrective/disciplinary action, the new employee will receive the second

half of the award. Each successful candidate will receive five thousand dollars (\$5,000).

- (5) Merit Increase – When recommended in writing by a department head, supported by a performance agreement, endorsed by the Director of Human Resources, and available funds are certified by the Director of Budget and Strategic Planning, the City Manager may authorize one administrative pay adjustment per fiscal year, for meritorious service demonstrated by an employee on an ongoing and continual basis. A performance evaluation conducted within the past 12 months for any employee classification must be included with merit increase requests. A merit increase may not be given before the completion of a probationary period review or within 6 months of a promotion or lateral transfer.
- (6) The City Manager may authorize special assignment pay not to exceed pay grade maximum, when an employee is assigned additional duties that are significantly outside of their normal job responsibilities for at least fifteen (15) days. When the special assignment is discontinued, an employee's compensation shall revert to the salary previously paid prior to such assignment.
- (7) Employees in step-based pay plans may receive step increases on a schedule as determined by City Manager.
- (8) All pay changes or adjustments shall become effective on the first day of the respective pay period that follows the approval of the City Manager, unless otherwise specified. If the approval date and the first day of the respective pay period coincide, the adjustment shall become effective on that date.
- (9) In the event that the federal or state minimum wage rate is higher than the minimum of the pay grade, all employees will be paid at least the federal or state minimum wage rate, whichever is greater.
- (10) When the minimum pay rate in a pay grade for any Division of Social Services classification is below the minimum salary mandated for that classification by the Commonwealth of Virginia, the City Manager shall increase the compensation to the Commonwealth-specified minimum salary.
- (11) The City Manager may disburse funds in support of a pay-for-performance initiative.

## **Section 7. Inclusiveness of Specified Compensation**

The rates of compensation specified in these regulations and the other tables, appendices, and attachments to the Compensation Plan ordinance, for the positions within the classifications listed constitute the total monetary compensation of the regular, full-time employees and officers holding such positions as members of the classified or unclassified service and of those holding them as members of neither service (e.g., special project employees). In addition, to the extent funds are available, the City Manager or the City Attorney in the case of members of the Law Department, may

provide payment and/or reimbursement of monies authorized in advance and incurred as an incident of employment related to attraction, retention, motivation, and development up to a limit of \$5,000. Such payments shall not be counted as earnable compensation for purposes of calculating retirement pension benefits.

The following additional compensation for Council Appointees is as follows:

(1) The City Manager:

- (a) The use of a City car or to receive an annual car allowance of ten thousand dollars (\$10,000) paid bi-weekly at an approximate rate of \$384.61. If the car allowance is elected, that supplemental pay shall be counted as earnable compensation for the calculation of retirement pension benefits if the incumbent is a member of the Norfolk Employees Retirement System;
- (b) A contribution in the amount of twenty-four thousand five hundred dollars (\$24,500) to the City Manager's Section 401A retirement account or up to the maximum legally allowed including "catch up" contributions and cost of living adjustments as approved by City Council. All such contributions shall be considered earnable compensation for the calculation of retirement pension benefits if the City Manager is in Norfolk Employees Retirement System;
- (c) Payment of health, dental and vision insurance premium costs;
- (d) Payment of disability insurance premium costs;
- (e) Payment of mandated Virginia Retirement System life insurance premium costs;
- (f) Enrollment fees for membership into three (3) professional organizations; and
- (g) For his severance in June 2023, the city manager shall receive his annual salary for the twelve months preceding July 1, 2023, and for him and his family, he shall be eligible to elect one of the health care coverages offered city employees. The city manager shall choose to receive the severance payment as a lump sum or equal payments over the ensuing 26 pay periods. The health care coverage shall end upon his enrollment in the health care plan of a subsequent employer or twelve months whichever first occurs.

(2) The City Attorney:

- (a) The use of a City car or to receive an annual car allowance of ten thousand dollars (\$10,000) paid biweekly at an approximate rate of \$384.61. This supplemental pay shall be counted as earnable compensation for the calculation of retirement pension benefits if the incumbent is a member of the Norfolk Employees Retirement System;
- (b) A contribution into a 457 account in an amount equal to the maximum allowable, including "catch up" contributions and cost of living adjustments. Such contributions will be considered earnable compensation for the



calculation of retirement pension benefits. All such contributions shall be payable in their entirety on the first payroll processed in January 2024;

- (c) As legal counsel to the police and fire-rescue departments, the City Attorney shall have a retirement determined by subsection (p) of City Code Section 37-61, which in accordance with Section 143(a) of the Norfolk City Charter cannot be reduced to the extent it has accrued.

- (3) The City Assessor:

The use of a City car or to receive an annual car allowance of ten thousand dollars (\$10,000) paid bi-weekly at an approximate rate of \$384.61. This supplemental pay shall be counted as earnable compensation for the calculation of retirement pension benefits if the incumbent is a member of the Norfolk Employees Retirement System.

- (4) The City Clerk:

The use of a City car or to receive an annual car allowance of ten thousand dollars (\$10,000) paid bi-weekly at an approximate rate of \$384.61. This supplemental pay shall be counted as earnable compensation for the calculation of retirement pension benefits if the incumbent is a member of the Norfolk Employees Retirement System.

- (5) The City Auditor:

The use of a City car or to receive an annual car allowance of \$10,000 paid bi-weekly at an approximate rate of \$384.61. This supplemental pay shall be counted as earnable compensation for the calculation of retirement pension benefits if the incumbent is a member of the Norfolk Employees Retirement System.

## **Section 8. New Hire Compensation**

- (1) Every person whose position is included within a classification listed in this Compensation Plan, shall be employed at the minimum rate of the pay grade established for the classification, except as otherwise provided, subject to the availability of funds.

In the case of a new appointee whose experience and qualifications exceed the minimum qualifications for the position:

- A department director may authorize an initial salary up to 15% above the minimum of the pay range for the position.
- The Director of Human Resources may authorize an initial salary up to the midpoint of the pay range.
- The City Manager may authorize a salary beyond the midpoint of the pay range.

- The City Council, in cases of persons whose appointments it makes directly or confirms, may authorize employment at any rate in such pay grade.
- (2) Persons initially employed in Special Project status who move to a permanent position of the same title and grade in the classified service pursuant to the rules and with the approval of the Civil Service Commission, shall have no change in compensation.

## **Section 9. Overtime and Related Provisions**

### **(A) General Provisions**

- (1) No employee shall be entitled to or shall receive any additional monetary compensation or shall be granted any compensatory time off for hours of work in excess of the standard workday, as defined in Section 2-47 of the City Code, except as provided herein.
- (2) For the purposes of determining eligibility for compensation for overtime work, City employees are assigned to two eligibility categories:
- (a) Non-Exempt – Employees, who under the FLSA, are required to receive monetary compensation or compensatory time for overtime work in accordance with the FLSA:
- i. At the rate of one and one-half times their regular rate of pay, or compensatory time equal to one and one-half times the number of hours actually worked in excess of 40 hours in a workweek; or
  - ii. In the case of fire protection and law enforcement personnel on a work period between 7 and 28 days, at a rate established pursuant to 29 U.S.C. §207(k) of the Federal Code and §9.1-701 of the Virginia Code.
- (b) Exempt - Employees who are exempt from the FLSA and are not eligible to receive either monetary overtime compensation or compensatory time off for overtime work.
- (3) Non-exempt employees will be eligible for monetary overtime compensation or compensatory time off when, by reason of necessity or emergency, they are required to work in excess of 40 hours per week, or for fire protection and law enforcement personnel, in excess of the rate established pursuant to 29 U.S.C. §207(k) of the Federal Code and §9.1-701 of the Virginia Code.
- (a) All periods of paid leave should be counted towards eligibility of overtime for sworn public safety employees.
- (b) Paid time off will not be counted as hours worked toward achieving eligibility for overtime status for non-sworn employees in accordance with the Fair Labor Standards Act.



- (4) Department heads are authorized to approve overtime work for non-exempt employees. An agreement between department heads and the individual employee must be reached prior to the performance of overtime work if compensatory time is to be given in lieu of monetary overtime.
- (5) Compensatory time is subject to the following limits:
  - (a) Eligible non-sworn employees may not accrue more than 240 hours of compensatory time (160 hours of actual overtime worked). Employees who have accrued 240 hours of compensatory time off will be paid monetary overtime for additional overtime hours of work.
  - (b) Sworn employees may not accrue more than 480 hours of compensatory time (320 hours of actual overtime worked). Sworn employees who have accrued 480 hours of compensatory time off will be paid monetary overtime for additional overtime hours of work.
  - (c) Non-exempt employees who have accumulated overtime may request compensatory time off and such compensatory time off shall be granted within a reasonable period of time, so long as it does not unduly disrupt the affected Department's operation.
  - (d) Employees shall be paid for unused compensatory time earned at a rate not less than (i) the average regular rate received by the employee during the last 3 years of employment, or (ii) the final regular rate received by the employee, whichever is higher upon termination of employment.
  - (e) Upon request by a department head, the City Manager may authorize payment of monetary overtime, if determined that an allowance of compensatory time off would adversely affect the operations of the City, and when funds are available.
- (6) General non-exempt employees assigned to a designated task system of operation are ineligible for overtime during the performance of their designated tasks unless:
  - (a) The designated task requires more than 8 hours of work in any one day or more than 10 hours of work in any one workday for employees assigned to a 4-day, 10-hour per day work week; or
  - (b) Employees have completed their designated tasks for the day and are assigned additional tasks; or
  - (c) They are required to work in excess of 40 hours in a work week.
  - (d) The designated tasks for each employee operating under a task system shall be set forth in writing by the Department Head.
  - (e) Employees performing overtime work as defined in this paragraph shall be entitled to monetary overtime or compensatory time off for

each hour they are required to perform such work, in accordance with the regulations set forth in this plan.

**(B) Training**

- (1) When state and/or federally mandated recertification training requirements cannot be accommodated during scheduled work periods, and when this circumstance has been certified, in writing, by the Director of Human Resources, employees may be granted off-duty training time, on an hour for hour basis, including the taking of the final examination, that can only be offered to them by management during off-duty hours. Such time will not be extended to include travel time. Non-exempt fire-rescue employees required to participate in state-mandated Advanced Life Support recertification training will only be eligible to receive this compensation once every three years, in accordance with Virginia Department of Health, Office of Emergency Medical Services recertification periods.
- (2) Training required by the employer as part of an employee's normal assignments, other than training required for state and/or federal recertification, shall be considered as hours worked, and any overtime hours necessitated by such requirement shall be paid for in accordance with the FLSA and regulations herein.

**(C) Official Holidays**

In all cases where employees are required to work on any designated holiday, the following provisions will apply.

- (1) Non-exempt employees will receive monetary compensation equal to one and one-half times the hourly pay rate established for their classification (except for the birthday holiday, wellness days holiday and diversity holiday). In addition, these employees will be granted time off, equal to hours actually worked during their normally scheduled work hours, in lieu of the holiday; provided, however, that Refuse Collectors, Refuse Collection Supervisors, Refuse Inspectors and Waterworks Operator classifications may choose a holiday leave credit day or monetary pay (at straight time) for holidays designated by the department's Director, subject to the availability of funds for monetary pay. The extra hourly payments for holiday work will not be included in computing the employee's regular rate of pay for overtime computation purposes in accordance with the FLSA. Employees required to work on their birthday holiday, diversity holiday and/or wellness days holiday will be compensated at the pay rate established for their classification.
- (2) Exempt employees receive holiday leave credit equivalent to hours actually worked up to their regularly scheduled work hours.
- (3) Holiday leave credit for holiday service must be used within twelve (12) months from the holiday for which it is granted. Upon the request of a

Department Head, the City Manager may authorize monetary payment for holiday leave credit.

- (4) When an employee's normal weekly work schedule includes a Saturday or a Sunday, and a designated holiday falls on a scheduled weekend workday, the holiday shall be observed by such employee on the actual workday on which it occurs, rather than on the preceding Friday or the Monday thereafter.
- (5) Holiday leave credit earned in accordance with these regulations pertaining to holidays may only be used after the occurrence of the holiday.
- (6) An employee may receive only one holiday premium during any given holiday (24-hour period).
- (7) All regular, full-time (not temporary or part-time) city employees are granted four (4) hours of paid leave per calendar year for community service within the Norfolk Public School Division or in service to an established not-for-profit community organization within the City of Norfolk.

This leave must be approved in advance through normal departmental processes. The city manager shall designate eligible community organizations. Unused volunteer leave during each year will be forfeited.

**(D) Special Provisions for Emergency Declarations**

The City Manager may determine that an emergency situation merits the modification or suspension of basic City services and is authorized to take such action and provide paid emergency leave to non-essential personnel and additional appropriate compensation or leave to employees required to work during this period. Any such declarations made by the City Manager shall be immediately shared with the City Council.

**(E) Special Provisions for Specific Job Classifications**

- (1) Whenever an eligible employee, not working a regular tour of duty, is required to appear in court for the purpose of testifying on behalf of the Commonwealth of Virginia or the City of Norfolk, or to give a deposition in lieu of appearing, to testify to the facts which arise within the scope of his or her employment with the City of Norfolk, such employee shall receive monetary overtime compensation equal to one and one-half times the hourly rate of pay established for such classifications for each hour he or she is required to be present in such court or at such proceeding. The minimum time for which such overtime compensation shall be payable will be three hours and payment after the third hour will be computed in increments of 15 minutes. The extra half-time payment for such appearances shall not be included in computing the employee's regular rate of pay for overtime computation purposes in accordance with the FLSA. Such employees who are required to appear for any of the above purposes who are on sick leave or receiving worker's compensation because of a work-related disability shall not be entitled to such overtime compensation.

- (3) Whenever an employee who is absent from duty on leave without pay status or on suspension, is required by the City to appear in a civil or criminal court, or at a hearing before an agency of the Commonwealth of Virginia, or to give a deposition in lieu of appearing, to testify to facts which arise within the scope of his or her employment with the City of Norfolk, such employees shall receive compensation equal to the hourly rate of pay established for such classifications for each hour he or she is required to be present in such court or at such proceeding. Such employees shall not be entitled to overtime compensation for such appearances.
- (4) Whenever a former employee of the City is required by the City to appear in a civil or criminal court, or at a hearing before an agency of the Commonwealth of Virginia, or to give a deposition in lieu of appearing or for discovery purposes, by subpoena or otherwise, to testify to facts which arose within the scope of his or her employment with the City, such former employee shall receive an hourly stipend of eighteen dollars (\$18.00) for every hour or any part thereof required to appear.

#### **Section 10. Part-Time Employment**

Employees holding positions who work fewer hours than full-time employees will receive compensation proportionate to their hours worked within such classification.

#### **Section 11. Promotions and Reclassifications**

- (1) Promotional salaries must be at or above the minimum of the new pay grade. When an employee is promoted through a competitive process, the Department Head may authorize a promotional salary up to fifteen percent (15%) above the current salary or the minimum rate of the new classification, whichever is greater. The City Manager may authorize a higher promotional percentage, in cases of business necessity, where an employee's experience and qualifications exceed the minimum qualifications of the position. However, a promoted employee may not be paid a salary above the maximum of the pay grade attached to their new position title.
- (2) Promoted sworn police employees will receive a salary of at least five percent (5%) above the former salary or the minimum of the new pay grade, whichever is greater.
- (3) In no event shall an employee's salary, promoted under this sub-section, exceed the maximum of the new pay grade.
- (4) An employee who is promoted in place to a classification having a higher minimum pay range will receive at least the minimum of the new pay range. If the position is reclassified to a classification in the same pay range, the employee's salary will remain unchanged. If the position is reclassified to a classification having a lower minimum pay range, the employee's salary will

be reduced by five percent (5%) or to a level within the new range not to exceed the maximum.

- (5) Automatic Reclassifications as authorized by the Rules of the Civil Service Commission within the following job class series shall receive a pay of up to fifteen percent (15%) as determined by the Department Head in accordance with approved specified schedules, up to the maximum salary of the pay grade attached to the incumbents new position title:

- Animal Caretaker to Animal Caretaker, Senior
- Automotive Repair Technician I through Automotive Repair Technician, Senior
- Benefit Programs Specialist I to Benefit Programs Specialist II
- Budget & Policy Analyst I to Budget & Policy Analyst II
- Building Code Inspector I through Building Code Inspector III
- Carpenter I to Carpenter II
- Citizen Service Advisor Trainee through Citizen Service Advisor III
- City Planner Associate through City Planner III
- City Planning Technician to City Planning Technician, Senior
- Civil Engineer I through Civil Engineer III
- Compensation & Staffing Analyst I to Compensation & Staffing Analyst II (HR only)
- Construction Inspector I to Construction Inspector II
- Deputy Sheriff to Deputy Sheriff (Senior)
- Electrician I through Electrician III
- Employee Relations Analyst I to Employee Relations Analyst II (HR only)
- Engineering Technician I to Engineering Technician II
- Environmental Specialist I to Environmental Specialist II
- Event Coordinator I to Event Coordinator, Senior
- Multimedia Communications Specialist I to Multimedia Communications Specialist II
- Neighborhood Code Specialist I through Neighborhood Code Specialist III
- Painter I to Painter II
- Plumber to Plumber, Senior
- Police Recruit to Police Officer
- Police Officer to Master Police Officer
- Procurement Specialist I through Procurement Specialist III
- Public Safety Telecommunicator I to Public Safety Telecommunicator II
- Public Safety Intern through Firefighter-EMT-Paramedic
- Real Estate Appraiser I through Real Estate Appraiser III
- Refuse Collector I to Refuse Collector II
- Senior Accountant I through Senior Accountant III (Finance only)
- Sweeper Operator I to Sweeper Operator II

- Traffic Maintenance Technician I through Traffic Maintenance Technician III
  - Traffic Sign Fabricator I to Traffic Sign Fabricator II
  - Traffic Signal Technician I through Traffic Signal Technician IV
  - Waterworks Operator I through Waterworks Operator IV
  - Zoning Inspector I through Zoning Inspector III
- (6) All promotions and reclassifications are effective on the first day of the respective pay period that follows the approval of the Civil Service Commission, or the Director of Human Resources, pursuant to a delegation by the Commission under Section 2.1-6 (b) of the Norfolk City Code, 1979, as amended, unless otherwise specified. If the approval date and the first day of the respective pay period coincide, the promotion or reclassification shall become effective on that date.

## **Section 12. Regrading of Job Classes**

- (1) When a job classification is assigned to a higher pay grade (regrade), the incumbent's salary shall be increased to the minimum pay rate of the new pay grade.
- (2) If an incumbent's salary exceeds the minimum rate of the new pay grade no adjustment is made, however the salary may still be increased by a percentage determined by the City Manager or Director of Human Resources up to the maximum salary of the new pay grade.

## **Section 13. Reinstatement**

An employee reinstated to a previously held position may be reinstated to the salary earned at the time of separation.

## **Section 14. Additional Compensation**

- (1) Supplemental compensation authorized by this section and the attached Supplemental Pay, Bonus and Incentive Appendices will be included in calculating the regular rate of pay of nonexempt employees, as required by the FLSA.
- (2) Only permanent employees are eligible for supplemental compensation, unless otherwise indicated.
- (3) During any part of a month when an employee is absent from duty on leave without pay status, or is on suspension without pay, such employee shall not be entitled to be credited with or to receive any special duty pay authorized herein for the portion of the month for which the employee is not receiving pay.



- (4) No special duty pay will be considered in the computation of salary increases to which an employee is eligible due to promotion, reclassification, annual increments, or merit pay adjustments.
- (5) Special duty pay is not considered as a promotion or reclassification and will not alter an employee's classification or pay grade.
- (6) Permanent employees who are regularly required to perform service at night, shall receive their normal compensation plus a sum equal to ten percent (10%) of the pay rate as established. Such additional compensation shall only be paid to employees working a fixed shift where one-half or more of the employee's regular working hours are scheduled after 5:00 p.m. and shall not be paid to sworn members of the Departments of Fire-Rescue and Police nor the Department of Emergency Preparedness and Response (EPR). In addition, employees working a rotating shift or a shift which otherwise requires them to periodically work at night are excluded. A fixed shift basis of employment is one in which the regular working hours are identical each working day for a period of not less than 30 calendar days. A rotating shift is one in which the hours of work fluctuate on a regular basis or irregular basis.
- (7) Employees in classifications assigned to certain duties and meeting specified criteria, shall receive the indicated supplement amounts as described in the attached Supplemental Pay Appendices.
- (8) The following supplements are included in the calculation of retirement credit for sworn employees as defined below:
  - (a) Education Pay - This supplemental pay shall be counted as earnable compensation for the calculation of retirement pension benefits if the incumbent is a member of the Norfolk Employees' Retirement System.
  - (b) Senior and Master Police Officer - This supplemental pay shall be counted as earnable compensation for the calculation of retirement pension if the incumbent is a member of the Norfolk Employees' Retirement System.
  - (c) Gun allowance (Fire-Rescue) - This supplemental pay shall be counted as earnable compensation for the calculation of retirement pension if the incumbent is a member of the Norfolk Employees' Retirement System.
- (9) Sworn fire-rescue personnel designated as Master Firefighter who meet and maintain service and performance requirements specified in the Standard Operating Procedures for obtaining the Master Firefighter designation will receive compensation, in addition to their regular pay rate, authorized in the respective General Order and approved by the City Manager acting as Director of Public Safety.

## **Section 15. On-Call**

- (1) On-call status applies to all hours other than an employee's regularly scheduled work hours on weekdays and 24 hours on Saturday and on Sunday. An employee scheduled for on-call who is on approved sick leave (due to illness) or annual leave for a full day would not be eligible for on-call on that day.
- (2) Non-exempt general employees and sworn non-exempt fire-rescue employees permanently assigned to a 40-hour work week whose positions are approved by the City Manager for additional compensation for serving in an on-call status will be paid, in addition to their regular pay rates, according to one, and only one of the following:
  - (a) \$133.00 for each full weekly period of assigned on-call duty;
  - (b) \$154.00 for each full weekly period of assigned on-call duty, if any holiday designated in City Code Section 2-48 occurs within that week;
  - (c) \$19.00 for each full day of on-call duty; or
  - (d) \$40.00 for any holiday designated in City Code Section 2-48.
- (3) Employees designated in on-call status on a holiday or for any full week in which a holiday falls may receive only one on-call premium, pursuant to either but not both subsection (2) (b) or (2) (d) above.
- (4) Employees that are members of the Emergency Shelter Strike team are eligible for on-call status and shall receive \$19.00 for each full day of on-call duty.
- (5) Sworn non-exempt fire-rescue employee on leave for a full shift would not be eligible for on-call for that day.

## **Section 16. Temporary Acting Service**

- (1) Whenever a classified employee is assigned by the City Manager to serve in a temporary acting capacity in a higher pay grade but still classified, such employee, during the period of such service, shall receive compensation of at least 15% of their current salary or the minimum rate of the new classification, whichever is greater; or as provided under (2).
- (2) If the classified employee is assigned to serve in a temporary acting capacity in an unclassified position during the period of such service the employee shall receive compensation of at least 15% of their current salary or the minimum rate of the new classification, whichever is greater. The City Manager in their sole discretion may authorize the salary of the employee to be at any specific dollar amount within the pay grade assigned to such classification.
- (3) Whenever members of the unclassified service are assigned to serve in a temporary acting capacity in a higher pay grade, the employee shall receive



compensation of at least 15% of their current salary or the minimum of the new classification, whichever is greater. The City Manager in their sole discretion may authorize the salary of the employee to be at any specific dollar amount within the pay grade assigned to such classification.

- (4) When temporary acting service is discontinued, an employee's compensation shall revert to the employee's previous salary including general wage adjustments that would have been applicable.
- (5) Temporary Acting Service, for classified employees, shall be no longer than 180 days unless approved by the Civil Service Commission. In no event shall such service be permitted for longer than two years.
- (6) In no event shall an employee's salary, serving in a temporary acting status under this sub-section, exceed the maximum of the new pay grade.

### **Section 17. Transfers and Reassignments**

An employee transferred or reassigned to a position in the same pay grade will receive no change in salary.

### **Section 18. Leave Payout**

- (1) Remaining accrued annual leave (up to the carryover limit specified) for an employee who has left City service will be paid as part of the normal payroll schedule.
- (2) Any remaining annual leave (up to the carryover limit specified) may be requested as payout following a period of pre-disciplinary leave or disciplinary suspension of at least thirty (30) days. Requests for a lump sum payout must be submitted in writing to the Department of Human Resources.

### **Section 19. Severance Pay**

Upon the termination of employment of any city employee, the city manager, or the city attorney if the employee is a member of the law department, may award that employee up to six (6) months' salary in the form of a lump sum severance payment. That payment shall be in addition to any final salary or leave compensation to which the employee may be entitled as a consequence of the severance of their employment and shall not be considered earnable compensation for purposes of calculating retirement benefits.

### **Section 20. Corrections**

When reported errors or mistakes in the application of the compensation plan are verified by the Director of Human Resources, the City Manager will determine the appropriate corrective action. Pending the City Manager's approval, the Director of Human Resources and the Director of Finance will take immediate action to prevent continued overpayment or underpayment of any salary.

## Appendix 1 - Job Assignment Supplements

Employees in the following departments and classifications assigned to the following duties and meeting the specified criteria, shall receive the indicated supplement amounts, in addition to their regular pay rates:

Department/Division	Job Class(es)	Supplement Amount	Other Information
Cultural Facilities, Arts & Entertainment	Operations and Engineering staff (nonexempt)	\$25/day for each consecutive day (full shift) worked beyond the initial 7-day period	Must have initially worked a full shift for seven consecutive days to assist with change overs or other operational requirements for events or shows
Emergency Preparedness and Response	Public Safety Telecommunicator II	5% of regular pay rate	Public Safety Master Telecommunicator
General Services	<ul style="list-style-type: none"> <li>Electrician I</li> <li>Electrician II</li> <li>Plumber</li> <li>Plumber, Senior</li> </ul>	\$0.50 per hour for Master Journeyman License	
General Services/Fleet Management	<ul style="list-style-type: none"> <li>Automotive Repair Technician</li> <li>Automotive Repair Technician, Senior</li> <li>Autobody Repair Mechanic</li> <li>Autobody Repair Mechanic, Senior</li> </ul>	\$30 per pay period (\$780 annual stipend over 26 pay periods)	Tool Allowance
General Services/Fleet Management	<ul style="list-style-type: none"> <li>Autobody Repair Mechanic</li> <li>Automotive Repair Technician</li> <li>Automotive Service Attendant</li> <li>Automotive Repair Technician, Senior <i>(ineligible for VA State Inspection supplement)</i></li> <li>Autobody Repair Mechanic, Senior</li> <li>Welder</li> </ul>	<ul style="list-style-type: none"> <li>\$0.10 per hour for each automotive Certification currently held; up to 9 ASE</li> <li>\$0.25 per hour for each EVT / Master Certification; maximum of 2 EVT</li> <li>\$0.25 per hour for successfully completing the State Inspection program</li> </ul>	<p>Automotive Service Excellence (ASE) Certification</p> <p>Emergency Vehicle Technician (EVT)/Master Certification</p> <p>Virginia State Inspection Certification</p>
General Services/Parking	Parking Attendants and Customer Service Reps	\$25/shift	For non-special event 24/7 automated lane coverage 9:30pm – 6:00am Sunday through Friday and 11:00pm – 7:30am Saturday

Attachment: Exhibit C - Supplements Bonus and Incentive Appendices - FY'24 (FY'24 Compensation Plan)

## Supplemental Pay, Bonus and Incentive Appendices

Department/Division	Job Class(es)	Supplement Amount	Other Information
Human Services/DSS	<ul style="list-style-type: none"> <li>Family Services Worker I, II and III</li> <li>Family Services Supervisor</li> </ul>	\$150/month	Assigned to provide mandated child protective services
Human Services	<ul style="list-style-type: none"> <li>Benefit Programs Supervisor</li> <li>Benefit Programs Supervisor Sr</li> <li>Program Manager</li> </ul>	\$50 per two hour block	Exempt staff with specialized skills or credentials needed for critical coverage. Supervisors must approve work assignments and hours beyond regular work shift. Subject to the availability of funding
All Departments	Various job classifications based on department need. Department of Human Resources approval required	\$57.70 per pay period (\$1,500 annual stipend over 26 pay periods). Does not compound for additional language skills	Bilingual pay (including sign language) for staff who are certified as having applicable language skills that the City requires on a periodic or regular basis. Recertification required
Norfolk Community Services Board	Qualified Staff as determined by Department Director	\$125/assessment	Assessment – Child and Adult
Norfolk Community Services Board	Registered Nurse	\$65 per two-hour block when over standard work hours (applies to PFT and PPT)	Nurses and Nurse Practitioners are needed for critical coverage. Supervisor must approve work assignment and time beyond standard work hours
Norfolk Community Services Board	Qualified Staff as determined by Department Director	\$50 per two-hour block	Exempt staff with specialized skills or credentials needed for critical coverage. Supervisor must approve work assignment and hours beyond regular work shift
Police	School Crossing Guard	Minimum one hour's pay per shift	
Various City departments	Plans 1 & 2, Non-exempt staff	\$50 per five-hour block beyond regular work shift	Special Event Pay: Supervisor must approve time beyond regular work shift
Public Works/Waste Management	Refuse Collector Apprentice	\$32/week	While temporarily assigned to operate refuse packers that are designed for crews of less than three persons
Public Works/Waste Management	Refuse Collector I & II	5% of regular pay rate	For the duration of assignment to the household hazardous waste collection site to handle, prepare, and package specific materials (must have OSHA HAZWOPER certification)
Parks & Recreation/Parks & Forestry	Maintenance Mechanic II & III	\$30 per pay period (\$780 annual stipend over 26 pay periods)	Tool Allowance

Attachment: Exhibit C - Supplements Bonus and Incentive Appendices - FY'24 (FY'24 Compensation Plan)

## Supplemental Pay, Bonus and Incentive Appendices

Department/Division	Job Class(es)	Supplement Amount	Other Information
Parks & Recreation	Lifeguard (Beach Lifeguard/Captain Beach Lifeguard/Lieutenant)	<ul style="list-style-type: none"> <li>Additional \$4.00 per hour while acting as Beach Lifeguard Captain</li> <li>Additional \$3.00 per hour while acting as Beach Lifeguard Lieutenant</li> </ul>	Supervising seasonal part-time Beach Lifeguards from May through Labor Day
Utilities Storm Water Management	Assigned Wastewater Pump Station staff	Additional 10% of hourly rate for duration of assignment	For each full day of duty providing wet well cleaning and maintenance
Utilities	Assigned Water Distribution and Wastewater staff	10% of regular pay rate	Permanent shift assignment of Friday through Monday
Various City Departments	<ul style="list-style-type: none"> <li>Department Heads</li> <li>Chief of Staff</li> <li>Chief Project Manager</li> <li>Director of Community Based Safety Initiatives</li> </ul>	\$230.77 per pay period (\$6,000 annual stipend over 26 pay periods)	The car allowance shall be counted as earnable compensation for the calculation of retirement pension benefits if the incumbent is a member of Norfolk Employees' Retirement System (NERS).
City Manager's Office	Deputy City Managers	\$307.69 per pay period (\$8,000 annual stipend over 26 pay periods)	The car allowance shall be counted as earnable compensation for the calculation of retirement pension benefits if the incumbent is a member of Norfolk Employees' Retirement System NERS..
Various City departments	Various	\$30 per hour during training	Trainers certified by department and training required by the department
Various City Departments	Staff holding a Commercial Driver's License (CDL)	\$192.30 per pay period (\$5,000/annual stipend)	Classification Specifications where a CDL is required for the job
Various City Departments	Staff as determined by Department Director	\$192.30 per pay period (\$5,000/annual stipend)	Must satisfactorily complete training certification administered by CivicLab and complete the training program to obtain Data Certification

## Supplemental Pay, Bonus and Incentive Appendices

### **Appendix 2 - Fire Supplements**

Sworn fire-rescue personnel assigned to the following special duty assignments shall receive the specified amounts, in addition to their regular pay rates, for the duration of such assignments:

<b>Assignment</b>	<b>Amount</b>	<b>Eligibility</b>	<b>Other Information</b>
Battalion Chief Aide	\$80/month	As assigned	For duration of assignment
Equipment Service Technician	\$80/month	As assigned	For duration of assignment
Fire Apparatus Operator	\$80/month	As assigned	For duration of assignment
Investigator/Dog Handler	\$70/month	As assigned	For duration of assignment; stipend to defray dog care-related expenses; not included in calculation of regular rate of pay, consistent with FLSA

Sworn fire-rescue personnel eligible for the following supplements shall receive the specified amounts, in addition to their regular pay rates for the duration of such assignments:

<b>Supplements</b>	<b>Amount</b>	<b>Eligibility</b>	<b>Other Information</b>
<ul style="list-style-type: none"> <li>Acting Fire Lieutenant</li> <li>Acting Fire Captain</li> <li>Acting Assistant Fire Marshall</li> <li>Acting Battalion Chief</li> <li>Acting Assistant Chief</li> <li>Fire/Field Training Instructor</li> </ul>	\$1.00/hour	As assigned	For duration of assignment
<ul style="list-style-type: none"> <li>Acting Fire Apparatus Operator</li> <li>Acting Battalion Chief Aide</li> </ul>	\$4.00 per 12-hour period	As assigned	12 daytime or 12 night-time hours
Acting Hazmat and Technical Rescue Company	5% of regular pay rate	Completion of training and as assigned	For duration of assignment
Firearm Allowance	\$100/month	<ul style="list-style-type: none"> <li>Chief assigned as Fire Marshal</li> <li>Captain(s) assigned to the Fire Marshal's office</li> <li>Assistant Fire Marshal(s)</li> <li>Fire Inspector(s)</li> </ul>	Must be certified as law enforcement officers and required to carry a firearm on their persons when off duty, for the duration of such assignments

Attachment: Exhibit C - Supplements Bonus and Incentive Appendices - FY'24 (FY'24 Compensation Plan)

## Supplemental Pay, Bonus and Incentive Appendices

Supplements	Amount	Eligibility	Other Information
HAZMAT and Technical Rescue Company	5% of regular pay rate	Completion of training and formal assignment to applicable company	For duration of assignment
Fire-Rescue Officer (Current VA-certified EMT-Intermediate)	\$117/month	<ul style="list-style-type: none"> <li>• Fire Lieutenants</li> <li>• Fire Captains</li> <li>• Battalion Fire Chiefs</li> <li>• Assistant Fire Marshal</li> </ul>	<p>Employees must be sanctioned by the City of Norfolk Medical Director to practice as EMT-Intermediate and must be directly involved in:</p> <ol style="list-style-type: none"> <li>1) providing “hands-on” emergency medical care to patients; or</li> <li>2) direct supervision of certified emergency medical services staff involved in the delivery of patient care; or</li> <li>3) providing classroom or practical instruction in Virginia Health Department curricula for Emergency medical Certification or recertification training</li> </ol>
Fire-Rescue Officer (Current VA-certified as EMT-Paramedic)	\$292/month	<ul style="list-style-type: none"> <li>• Fire Lieutenants</li> <li>• Fire Captains</li> <li>• Battalion Fire Chiefs</li> <li>• Assistant Fire Marshal</li> </ul>	<p>Employees must be sanctioned by the City of Norfolk Medical Director to practice as EMT-Paramedic and must be directly involved in:</p> <ol style="list-style-type: none"> <li>1) Providing “hands-on” emergency medical care to patients; or</li> <li>2) Direct supervision of Certified emergency Medical services staff involved in the delivery of patient care; or</li> <li>3) Providing classroom or practical instruction in Virginia Health Department curricula for emergency medical Certification or recertification training</li> </ol>

## Supplemental Pay, Bonus and Incentive Appendices

Supplements	Amount	Eligibility	Other Information
Education Pay	\$42/month	Assistant Fire Chief rank or below	<ul style="list-style-type: none"> <li>Associate's or Bachelor's Degree in any program certified by the Chief of Fire-Rescue as relevant to the performance of the employee's position.</li> <li>Limited to one supplement, regardless of the number of degrees.</li> </ul>
Honor Guard	\$42/month	Assistant Fire Chief and below as assigned	For duration of assignment

### **Appendix 3 - Police Supplements**

Sworn police officers assigned to the following special duty assignments shall receive the specified amounts, in addition to their regular pay rates, for the duration of such assignments:

Assignment	Amount	Eligibility	Other Information
Field Training Instructor	\$300/month	Police Officers as assigned	For duration of assignment
Investigator	\$80/month	Police Captains and below assigned to the Investigative Services Bureau and the Office of Professional Standards	For duration of assignment
Police K-9 Officer	\$80/month	Police Sergeants and below assigned to the Investigative Services Bureau and Field Operations Bureau with the responsibility of handling a police working dog	For duration of assignment; stipend to defray dog care-related expenses; not included in calculation of regular rate of pay, consistent with FLSA
Homeland Security	\$80/month	Police Captains and below assigned to the Homeland Security Division <ul style="list-style-type: none"> <li>Special Operations Team</li> <li>Dive Team</li> <li>Traffic Fatality Team</li> <li>Bomb Squad</li> </ul>	For duration of assignment
Master Police Officer	\$500/month	Police Officers in accordance with General Order ADM-350 (limited to current MPOs)	Program ends with attrition of existing MPOs
Honor Guard	\$42/month	Police Captains and below as assigned	For duration of assignment
Hostage/Crisis Negotiation Team	\$42/month	Police Captains and below as assigned	For duration of assignment



## Supplemental Pay, Bonus and Incentive Appendices

Sworn police officers eligible for the following supplements shall receive the specified amounts, in addition to their regular pay rates for the duration of such assignments:

Supplements	Amount	Eligibility	Other Information
Bilingual Pay	\$57.70 per pay period (\$1,500 annual stipend over 26 pay periods) Does not compound for additional language skills	Police Captain and below who are certified by the Department of Human Resources	Bilingual pay (including sign language) for staff who are certified as having applicable language skills that the City requires on a periodic or regular basis. Recertification required
Clothing Allowance	\$80/month	Police Captain and below assigned to an Investigative Services Bureau function	Stipend to defray clothing-related expenses; not included in calculation of regular rate of pay, consistent with FLSA
Education Pay	\$42/month	Police Captain and below	<ul style="list-style-type: none"> <li>Associate's or Bachelor's degree from an accredited college or university in any program certified by the Chief of Police as relevant to the performance of the employee's position.</li> <li>Limited to no more than one supplement, regardless of the number of degrees.</li> </ul>

### Appendix 4 – Bonuses and Incentives

Supplements	Amount	Eligibility	Other Information
Benefit Programs Specialist Series	\$1,450 one-time payment	<ul style="list-style-type: none"> <li>Must be hired after July 1, 2014</li> <li>Must have completed two (2) years of service</li> </ul>	The two (2) years of service must have been completed in the Benefit Programs Specialist I or II classifications and must be continuous.
Public Safety Partnership Program	\$10,000 over three years. Payment schedule to be determined by City Manager.	Police Officers who served as Public Safety Interns	Must have completed both the Public Safety Partnership Program and the Norfolk Police Academy as well as all obligations specified in the program documents.



## Supplemental Pay, Bonus and Incentive Appendices

Supplements	Amount	Eligibility	Other Information
Explore Norfolk	Incentive amount and payment schedule to be determined by the City Manager	City Manager Fellows and eligible classifications based on criteria determined by the City Manager.	This incentive will be utilized to assist with the recruitment of highly qualified candidates.

**Alphabetical Classification Listing**  
Effective July 1, 2023

Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified	FLSA
SC0028	811 Food Service Manager	SHC	10	\$ 43,023	\$ 68,391	SC0028		U	Nonexempt
SC0029	811 Food Service Worker	SHC	5	\$ 40,100	\$ 64,159	SC0029		U	Nonexempt
500713	Account Representative	1	7	\$ 39,837	\$ 64,934	500713			Nonexempt
100151	Accountant I	1	11	\$ 45,013	\$ 73,453	100151			Nonexempt
100152	Accountant II	1	12	\$ 48,912	\$ 79,765	100152			Exempt
100153	Accountant III	1	13	\$ 52,755	\$ 86,020	100153			Exempt
100154	Accountant IV	1	14	\$ 57,385	\$ 94,914	100154			Exempt
100455	Accountant V	1	16	\$ 66,353	\$ 108,182	100455			Exempt
100186	Accounting Manager	1	17	\$ 70,887	\$ 115,688	100186			Exempt
100180	Accounting Manager, Senior	1	18	\$ 75,782	\$ 123,572	100180			Exempt
800515	Accounting Supervisor	1	14	\$ 57,385	\$ 94,914	800515			Exempt
800017	Accounting Technician I	1	6	\$ 39,575	\$ 64,506	800017			Nonexempt
800019	Accounting Technician II	1	7	\$ 39,837	\$ 64,934	800019			Nonexempt
800030	Accounting Technician III	1	8	\$ 40,100	\$ 65,362	800030			Nonexempt
100158	Accounts Payable Manager (Finance only)	1	18	\$ 75,782	\$ 123,572	100158			Exempt
100160	Accounts Receivable Manager (Finance only)	1	18	\$ 75,782	\$ 123,572	100160			Exempt
100197	Administrative Analyst	1	13	\$ 52,755	\$ 86,020	100197			Exempt
CC0007	Administrative Assistant - CC	CCC	5	\$ 50,902	\$ 81,370	CC0007	C	U	Exempt
CA0004	Administrative Assistant - CWA	CWA	3	\$ 41,412	\$ 66,259	CA0004	C	U	Nonexempt
800027	Administrative Assistant I	1	9	\$ 40,362	\$ 65,790	800027			Nonexempt
500706	Administrative Assistant II	1	10	\$ 41,187	\$ 67,135	500706			Nonexempt
500001	Administrative Manager	1	15	\$ 62,122	\$ 101,571	500001			Exempt
CC0006	Administrative Manager - CC	CCC	6	\$ 61,554	\$ 98,406	CC0006	C	U	Nonexempt
CR0005	Administrative Manager - COR	COR	5	\$ 65,681	\$ 104,998	CR0005	C	U	Exempt
TR0003	Administrative Manager - TR	TRO	5	\$ 65,681	\$ 104,998	TR0003	C	U	Exempt
800001	Administrative Technician	1	7	\$ 39,837	\$ 64,934	800001			Nonexempt
000335	Animal Care Clinic Director	1	21	\$ 89,312	\$ 148,627	000335		U	Exempt
300620	Animal Caretaker	1	5	\$ 39,312	\$ 64,079	300620			Nonexempt
300646	Animal Caretaker, Senior	1	5	\$ 39,312	\$ 64,079	300646			Nonexempt
700902	Animal Registrar	1	9	\$ 40,362	\$ 65,790	700902			Nonexempt
800505	Applications Analyst	1	14	\$ 57,385	\$ 94,914	800505			Exempt
200546	Applications Development Team Supervisor	1	17	\$ 70,887	\$ 115,688	200546			Exempt
CC0013	Applications Manager - CC	CCC	8	\$ 75,914	\$ 133,609	CC0013	C	U	Exempt
900005	Architect I	1	13	\$ 52,755	\$ 86,020	900005			Exempt
100174	Architect II	1	16	\$ 66,353	\$ 108,182	100174			Exempt
100175	Architect III	1	17	\$ 70,887	\$ 115,688	100175			Exempt
100470	Architect IV	1	18	\$ 75,782	\$ 123,572	100470			Exempt
100177	Archivist	1	11	\$ 45,013	\$ 73,453	100177			Exempt
100284	Arts Manager	1	15	\$ 62,122	\$ 101,571	100284	S	U	Exempt
600801	Asphalt Plant Operator I	1	8	\$ 40,100	\$ 65,362	600801			Nonexempt
600802	Asphalt Plant Operator II	1	9	\$ 40,362	\$ 65,790	600802			Nonexempt
100900	Assessment Support Technician	1	8	\$ 40,100	\$ 65,362	100900			Nonexempt
700904	Assistant Animal Services Supervisor	1	11	\$ 45,013	\$ 73,453	700904			Exempt
000059	Assistant Chief Of Police	5	10	\$ 114,274	\$ 142,459	000059			Exempt
100181	Assistant City Attorney I - LD	1	17	\$ 70,887	\$ 115,688	100181	L	U	Exempt
100182	Assistant City Attorney II - LD	1	19	\$ 80,451	\$ 130,837	100182	L	U	Exempt
100183	Assistant City Attorney III - LD	1	21	\$ 89,312	\$ 148,627	100183	L	U	Exempt
100477	Assistant City Auditor / Audit Analyst	1	13	\$ 52,755	\$ 86,020	100477		U	Exempt
100415	Assistant City Auditor I	1	10	\$ 41,187	\$ 67,135	100415		U	Exempt
100416	Assistant City Auditor II	1	14	\$ 57,385	\$ 94,914	100416		U	Exempt
800023	Assistant City Clerk / Support Technician	1	5	\$ 39,312	\$ 64,079	800023		U	Nonexempt
000088	Assistant City Engineer	1	19	\$ 80,451	\$ 130,837	000088			Exempt
000034	Assistant City Surveyor	1	15	\$ 62,122	\$ 101,571	000034			Exempt
CA0012	Assistant Commonwealth's Attorney I	CWA	9	\$ 64,655	\$ 102,801	CA0012	C	U	Exempt
CA0013	Assistant Commonwealth's Attorney II	CWA	10	\$ 72,286	\$ 114,932	CA0013	C	U	Exempt
CA0014	Assistant Commonwealth's Attorney III	CWA	11	\$ 82,314	\$ 130,878	CA0014	C	U	Exempt
000013	Assistant Director	1	21	\$ 89,312	\$ 148,627	000013	S	U	Exempt
000328	Assistant Director I	1	22	\$ 93,841	\$ 157,808	000328	S	U	Exempt
000329	Assistant Director II	1	23	\$ 98,944	\$ 168,138	000329	S	U	Exempt
000330	Assistant Director III	1	24	\$ 104,418	\$ 179,041	000330	S	U	Exempt
000804	Assistant Facilities Maintenance Manager	1	17	\$ 70,887	\$ 115,688	000804			Exempt
300601	Assistant Fire Chief	5	10	\$ 114,274	\$ 142,459	300601			Exempt
200407	Assistant Fire Marshal	5	6	\$ 59,031	\$ 89,502	200407			Nonexempt
000020	Assistant Fleet Maintenance Manager	1	15	\$ 62,122	\$ 101,571	000020			Exempt
SC0012	Assistant Inmate Classification Manager	SHC	11	\$ 47,433	\$ 75,401	SC0012	C	U	Nonexempt
SC0007	Assistant Procurement Specialist	SHC	9	\$ 41,150	\$ 65,839	SC0007	C	U	Nonexempt

**Alphabetical Classification Listing**  
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Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified	FLSA
000027	Assistant Streets Engineer	1	15	\$ 62,122	\$ 101,571	000027			Exempt
000029	Assistant Superintendent of Utility Division	1	17	\$ 70,887	\$ 115,688	000029			Exempt
000026	Assistant Superintendent of Waste Management	1	16	\$ 66,353	\$ 108,182	000026			Exempt
700901	Assistant Supervisor of Animal Services	1	12	\$ 48,912	\$ 79,765	700901			Nonexempt
100426	Assistant to the City Manager	1	20	\$ 85,515	\$ 139,445	100426	E	U	Exempt
100428	Assistant to the City Manager, Senior	1	21	\$ 89,312	\$ 148,627	100428	E	U	Exempt
700958	Athletics Groundskeeper	1	7	\$ 39,837	\$ 64,934	700958			Nonexempt
100200	Auditor I	1	12	\$ 48,912	\$ 79,765	100200			Exempt
100201	Auditor II	1	14	\$ 57,385	\$ 94,914	100201			Exempt
100202	Auditor Supervisor	1	16	\$ 66,353	\$ 108,182	100202			Exempt
600807	Autobody Repair Mechanic	1	7	\$ 39,837	\$ 64,934	600807			Nonexempt
600808	Autobody Repair Mechanic, Senior	1	9	\$ 40,362	\$ 65,790	600808			Nonexempt
600817	Automotive Mechanic	1	10	\$ 41,187	\$ 67,135	600817			Nonexempt
600813	Automotive Operations Manager	1	15	\$ 62,122	\$ 101,571	600813			Exempt
800044	Automotive Repair Technician I	1	10	\$ 41,187	\$ 67,135	800044			Nonexempt
800055	Automotive Repair Technician II	1	12	\$ 48,912	\$ 79,765	800055			Nonexempt
800045	Automotive Repair Technician, Senior	1	13	\$ 52,755	\$ 86,020	800045			Nonexempt
600821	Automotive Service Attendant	1	8	\$ 40,100	\$ 65,362	600821			Nonexempt
100850	Automotive Service Writer	1	11	\$ 45,013	\$ 73,453	100850			Nonexempt
300609	Battalion Fire Chief	5	9	\$ 95,824	\$ 131,702	300609			Exempt
800015	Benefit Programs Specialist I	1	9	\$ 40,362	\$ 65,790	800015			Nonexempt
100198	Benefit Programs Specialist II	1	11	\$ 45,013	\$ 73,453	100198			Nonexempt
100199	Benefit Programs Specialist, Senior	1	12	\$ 48,912	\$ 79,765	100199			Nonexempt
200540	Benefit Programs Supervisor	1	13	\$ 52,755	\$ 86,020	200540			Exempt
200560	Benefit Programs Supervisor, Senior	1	14	\$ 57,385	\$ 94,914	200560			Exempt
100159	Box Office Manager	1	13	\$ 52,755	\$ 86,020	100159			Exempt
100205	Box Office Supervisor	1	9	\$ 40,362	\$ 65,790	100205			Nonexempt
200454	Bridge Inspection Supervisor	1	13	\$ 52,755	\$ 86,020	200454			Nonexempt
700905	Bridge Maintenance Supervisor	1	13	\$ 52,755	\$ 86,020	700905			Nonexempt
800033	Broadcast Production Assistant	1	5	\$ 39,312	\$ 64,079	800033			Nonexempt
101453	Budget & Policy Analyst I (Budget only)	1	13	\$ 52,755	\$ 86,020	101453			Exempt
101454	Budget & Policy Analyst II (Budget only)	1	14	\$ 57,385	\$ 94,914	101454			Exempt
100452	Budget & Policy Analyst, Senior (Budget only)	1	16	\$ 66,353	\$ 108,182	100452		U	Exempt
100215	Budget & Policy Manager (Budget only)	1	20	\$ 85,515	\$ 139,445	100215		U	Exempt
100454	Budget Technician	1	9	\$ 40,362	\$ 65,790	100454			Nonexempt
700903	Building / Equipment Maintenance Supervisor	1	11	\$ 45,013	\$ 73,453	700903			Nonexempt
200410	Building Code Inspector I	1	11	\$ 45,013	\$ 73,453	200410			Nonexempt
200411	Building Code Inspector II	1	12	\$ 48,912	\$ 79,765	200411			Nonexempt
200423	Building Code Inspector III	1	13	\$ 52,755	\$ 86,020	200423			Exempt
200455	Building Code Team Leader	1	15	\$ 62,122	\$ 101,571	200455			Exempt
000095	Building Commissioner	1	20	\$ 85,515	\$ 139,445	000095	S	U	Exempt
100460	Bureau Manager	1	18	\$ 75,782	\$ 123,572	100460	S	U	Exempt
H00041	Business Analyst	2	H6	\$ 29.00	\$ 72.25	H00041			Nonexempt
100325	Business Development Analyst, Principal	1	18	\$ 75,782	\$ 123,572	100325	S	U	Exempt
100191	Business Development Consultant	1	13	\$ 52,755	\$ 86,020	100191			Exempt
100192	Business Development Manager	1	16	\$ 66,353	\$ 108,182	100192	S	U	Exempt
100324	Business Development Manager, Senior	1	17	\$ 70,887	\$ 115,688	100324	S	U	Exempt
100323	Business Manager	1	13	\$ 52,755	\$ 86,020	100323			Exempt
TBD	Business Manager - LD	1	14	\$ 57,385	\$ 94,914	TBD		U	Exempt
100603	Business Process Automation Manager (Budget only)	1	18	\$ 75,782	\$ 123,572	100603			Exempt
100870	Capacity Analyst	1	13	\$ 52,755	\$ 86,020	100870			Exempt
600824	Carpenter I	1	8	\$ 40,100	\$ 65,362	600824			Nonexempt
600825	Carpenter II	1	9	\$ 40,362	\$ 65,790	600825			Nonexempt
100503	Case Manager I	1	7	\$ 39,837	\$ 64,934	100503			Nonexempt
SC0045	Case Manager I - SC	SHC	12	\$ 49,509	\$ 79,326	SC0045		U	Nonexempt
100484	Case Manager II	1	9	\$ 40,362	\$ 65,790	100484			Nonexempt
SC0046	Case Manager II - SC	SHC	15	\$ 56,532	\$ 89,872	SC0046		U	Exempt
100485	Case Manager III	1	11	\$ 45,013	\$ 73,453	100485			Nonexempt
100486	Case Manager IV	1	12	\$ 48,912	\$ 79,765	100486			Exempt
100169	Cash & Investments Analyst	1	13	\$ 52,755	\$ 86,020	100169			Exempt
100170	Cash & Investments Analyst, Senior (Finance only)	1	14	\$ 57,385	\$ 94,914	100170			Exempt
CC0011	Cashier - CC	CCC	2	\$ 40,362	\$ 64,579	CC0011	C	U	Nonexempt
100860	CCTV Technician	1	11	\$ 45,013	\$ 73,453	100860			Nonexempt
700906	Cemetery Manager I	1	6	\$ 39,575	\$ 64,506	700906			Nonexempt
700907	Cemetery Manager II	1	9	\$ 40,362	\$ 65,790	700907			Nonexempt
100421	Certified Nurse Aide	1	5	\$ 39,312	\$ 64,079	100421			Nonexempt

**Alphabetical Classification Listing**  
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Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified	FLSA
CR0006	Chief Deputy - COR	COR	6	\$ 75,914	\$ 133,609	CR0006	C	U	Exempt
TR0012	Chief Deputy - TR	TRO	6	\$ 75,914	\$ 133,609	TR0012	C	U	Exempt
CC0002	Chief Deputy Circuit Court	CCC	8	\$ 75,914	\$ 133,609	CC0002	C	U	Exempt
100282	Chief Deputy City Attorney - LD	1	28	\$ 155,277	\$ 252,493	100282	L	U	Exempt
100419	Chief Deputy City Auditor	1	18	\$ 75,782	\$ 123,572	100419		U	Exempt
100278	Chief Deputy City Clerk	1	15	\$ 62,122	\$ 101,571	100278		U	Exempt
000004	Chief Deputy City Manager	1	27	\$ 136,430	\$ 234,543	000004	E	U	Exempt
CA0016	Chief Deputy Commonwealth's Attorney	CWA	13	\$ 107,478	\$ 170,891	CA0016	C	U	Exempt
200421	Chief Deputy Real Estate Assessor	1	20	\$ 85,515	\$ 139,445	200421	S	U	Exempt
000072	Chief Information Officer	1	26	\$ 124,052	\$ 215,446	000072	E	U	Exempt
000331	Chief Information Security Officer (IT only)	1	20	\$ 85,515	\$ 139,445	000331		U	Exempt
000815	Chief Medical Officer	1	29	N/R	N/R	000815	S	U	Exempt
800701	Chief of Construction Operations	1	16	\$ 66,353	\$ 108,182	800701			Exempt
000066	Chief of Fire-Rescue	1	27	\$ 136,430	\$ 234,543	000066	E	U	Exempt
000816	Chief of Nursing	1	16	\$ 66,353	\$ 108,182	000816			Exempt
000040	Chief of Police	1	28	\$ 155,277	\$ 252,493	000040	E	U	Exempt
000817	Chief of Staff (CM only)	1	26	\$ 124,052	\$ 215,446	000817	E	U	Exempt
600830	Chief Operating Engineer	1	16	\$ 66,353	\$ 108,182	600830			Exempt
800600	Chief Park Ranger	1	14	\$ 57,385	\$ 94,914	800600			Exempt
100800	Chief Procurement Officer	1	21	\$ 89,312	\$ 148,627	100800	E	U	Exempt
000333	Chief Project Manager (CM only)	1	25	\$ 112,750	\$ 190,518	000333		U	Exempt
000005	Chief Resilience Officer	1	26	\$ 124,052	\$ 215,446	000005	E	U	Exempt
000334	Chief Security Officer (CM only)	1	20	\$ 85,515	\$ 139,445	000334		U	Exempt
100234	Chief Training Officer-CES	1	12	\$ 48,912	\$ 79,765	100234			Exempt
800028	Chief Waterworks Operator	1	14	\$ 57,385	\$ 94,914	800028			Nonexempt
500714	Citizen Service Advisor I	1	6	\$ 39,575	\$ 64,506	500714			Nonexempt
500715	Citizen Service Advisor II	1	7	\$ 39,837	\$ 64,934	500715			Nonexempt
500716	Citizen Service Advisor III	1	9	\$ 40,362	\$ 65,790	500716			Nonexempt
500717	Citizen Service Advisor Trainee	1	5	\$ 39,312	\$ 64,079	500717			Nonexempt
000110	City Assessor	1	29	N/R	N/R	000110	CA	U	Exempt
000042	City Attorney	1	29	N/R	N/R	000042	CA	U	Exempt
000044	City Auditor	1	20	\$ 85,515	\$ 139,445	000044	CA	U	Exempt
000046	City Clerk	1	22	\$ 93,841	\$ 157,808	000046	CA	U	Exempt
200545	City Coastal Engineer	1	21	\$ 89,312	\$ 148,627	200545		U	Exempt
100480	City Controller	1	20	\$ 85,515	\$ 139,445	100480	S	U	Exempt
100479	City Economist	1	18	\$ 75,782	\$ 123,572	100479			Exempt
000049	City Engineer	1	21	\$ 89,312	\$ 148,627	000049	S	U	Exempt
700910	City Forester	1	15	\$ 62,122	\$ 101,571	700910			Exempt
100311	City Historian	1	12	\$ 48,912	\$ 79,765	100311			Exempt
000050	City Manager	1	29	N/R	N/R	000050	CA	U	Exempt
200429	City Planner Associate	1	11	\$ 45,013	\$ 73,453	200429			Nonexempt
100248	City Planner I	1	12	\$ 48,912	\$ 79,765	100248			Exempt
100249	City Planner II	1	13	\$ 52,755	\$ 86,020	100249			Exempt
100467	City Planner III	1	14	\$ 57,385	\$ 94,914	100467			Exempt
100250	City Planning Manager	1	18	\$ 75,782	\$ 123,572	100250	S	U	Exempt
200425	City Planning Technician	1	10	\$ 41,187	\$ 67,135	200425			Nonexempt
200426	City Planning Technician, Senior	1	11	\$ 45,013	\$ 73,453	200426			Nonexempt
100379	City Safety Officer	1	16	\$ 66,353	\$ 108,182	100379			Exempt
100252	City Surveyor	1	18	\$ 75,782	\$ 123,572	100252	S	U	Exempt
100233	City Transportation Engineer	1	20	\$ 85,515	\$ 139,445	100233	S	U	Exempt
TR0013	City Treasurer	TRO	7	N/R	N/R	TR0013	C	U	Exempt
100162	City Wellness Coordinator	1	13	\$ 52,755	\$ 86,020	100162			Exempt
100255	Civil Engineer I	1	14	\$ 57,385	\$ 94,914	100255			Exempt
100256	Civil Engineer II	1	15	\$ 62,122	\$ 101,571	100256			Exempt
100257	Civil Engineer III	1	16	\$ 66,353	\$ 108,182	100257			Exempt
100258	Civil Engineer IV	1	17	\$ 70,887	\$ 115,688	100258			Exempt
100259	Civil Engineer V	1	18	\$ 75,782	\$ 123,572	100259			Exempt
SC0030	Civilian Court Security Screener	SHC	5	\$ 40,100	\$ 64,159	SC0030		U	Nonexempt
CC0001	Clerk of the Circuit Court	CCC	9	N/R	N/R	CC0001	C	U	Exempt
100517	Clinical Coordinator	1	14	\$ 57,385	\$ 94,914	100517			Exempt
SC0044	Clinical Mental Health Professional	SHC	13	\$ 52,295	\$ 83,130	SC0044		U	Nonexempt
100911	Clinical Psychologist	1	25	\$ 112,750	\$ 190,518	100911		U	Exempt
100518	Clinical Supervisor	1	15	\$ 62,122	\$ 101,571	100518			Exempt
100487	Clinician	1	13	\$ 52,755	\$ 86,020	100487			Exempt
200485	Codes Enforcement Team Leader	1	15	\$ 62,122	\$ 101,571	200485			Exempt
800046	Codes Records & Research Manager	1	14	\$ 57,385	\$ 94,914	800046			Exempt

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Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified	FLSA
800006	Codes Specialist	1	11	\$ 45,013	\$ 73,453	800006			Nonexempt
800489	Codes Specialist, Senior	1	12	\$ 48,912	\$ 79,765	800489			Nonexempt
100262	Collection Coordinator	1	11	\$ 45,013	\$ 73,453	100262			Exempt
CR0007	Commissioner of the Revenue	COR	7	N/R	N/R	CR0007	C	U	Exempt
CA0017	Commonwealth's Attorney	CWA	14	N/R	N/R	CA0017	C	U	Exempt
101346	Communications Account Manager	1	17	\$ 70,887	\$ 115,688	101346			Exempt
000116	Community Assessment Team Coordinator	1	11	\$ 45,013	\$ 73,453	000116			Exempt
200504	Community Crisis Responder I	1	11	\$ 45,013	\$ 73,453	200504			Nonexempt
200506	Community Crisis Responder II	1	12	\$ 48,912	\$ 79,765	200506			Nonexempt
200507	Community Crisis Responder III	1	13	\$ 52,755	\$ 86,020	200507			Exempt
500784	Compensation & Staffing Analyst I (HR only)	1	13	\$ 52,755	\$ 86,020	500784			Exempt
500785	Compensation & Staffing Analyst II (HR only)	1	14	\$ 57,385	\$ 94,914	500785			Exempt
500786	Compensation & Staffing Analyst Senior (HR only)	1	15	\$ 62,122	\$ 101,571	500786			Exempt
500787	Compensation & Staffing Manager (HR only)	1	17	\$ 70,887	\$ 115,688	500787		U	Exempt
200552	Compliance Inspector	1	10	\$ 41,187	\$ 67,135	200552			Nonexempt
400550	Compliance Specialist	1	9	\$ 40,362	\$ 65,790	400550			Nonexempt
CC0004	Comptroller - CC	CCC	7	\$ 65,681	\$ 104,998	CC0004	C	U	Exempt
200432	Computer Operations Supervisor	1	13	\$ 52,755	\$ 86,020	200432			Exempt
200461	Construction Inspector I	1	9	\$ 40,362	\$ 65,790	200461			Nonexempt
200462	Construction Inspector II	1	11	\$ 45,013	\$ 73,453	200462			Nonexempt
200463	Construction Inspector III	1	12	\$ 48,912	\$ 79,765	200463			Nonexempt
100488	Consumer Relations Specialist	1	13	\$ 52,755	\$ 86,020	100488			Exempt
000082	Contract & Program Administrator	1	14	\$ 57,385	\$ 94,914	000082			Exempt
000805	Contract Administrator	1	14	\$ 57,385	\$ 94,914	000805			Exempt
100370	Contract Monitoring Specialist	1	11	\$ 45,013	\$ 73,453	100370			Exempt
700912	Cook	1	5	\$ 39,312	\$ 64,079	700912			Nonexempt
SC0019	Corrections Director	SHC	16	\$ 59,358	\$ 94,359	SC0019	C	U	Exempt
SC0031	Counselor - SC	SHC	8	\$ 40,887	\$ 65,419	SC0031		U	Nonexempt
100502	Counselor I	1	7	\$ 39,837	\$ 64,934	100502			Nonexempt
100489	Counselor II	1	9	\$ 40,362	\$ 65,790	100489			Nonexempt
100490	Counselor III	1	11	\$ 45,013	\$ 73,453	100490			Nonexempt
100491	Counselor IV	1	12	\$ 48,912	\$ 79,765	100491			Exempt
400651	Creative Designer & Production Manager	1	12	\$ 48,912	\$ 79,765	400651			Nonexempt
700914	Crew Leader I	1	9	\$ 40,362	\$ 65,790	700914			Nonexempt
700915	Crew Leader II	1	10	\$ 41,187	\$ 67,135	700915			Nonexempt
800660	Crime Analyst	1	12	\$ 48,912	\$ 79,765	800660			Exempt
800670	Crime Analyst, Senior	1	13	\$ 52,755	\$ 86,020	800670			Exempt
200531	Cross-Connection Specialist	1	8	\$ 40,100	\$ 65,362	200531			Nonexempt
200532	Cross-Connection Specialist, Senior	1	10	\$ 41,187	\$ 67,135	200532			Nonexempt
100272	Curator	1	12	\$ 48,912	\$ 79,765	100272			Exempt
700920	Custodian	1	5	\$ 39,312	\$ 64,079	700920			Nonexempt
700919	Custodian, Senior	1	5	\$ 39,312	\$ 64,079	700919			Nonexempt
800610	Customer Service Manager	1	18	\$ 75,782	\$ 123,572	800610	S	U	Exempt
800018	Customer Service Representative	1	5	\$ 39,312	\$ 64,079	800018			Nonexempt
800609	Customer Service Supervisor	1	13	\$ 52,755	\$ 86,020	800609			Exempt
100699	Data Analyst	1	16	\$ 66,353	\$ 108,182	100699		U	Exempt
500718	Data Processor	1	5	\$ 39,312	\$ 64,079	500718			Nonexempt
200445	Data Quality Control Analyst	1	7	\$ 39,837	\$ 64,934	200445			Nonexempt
200443	Data Quality Control Manager	1	9	\$ 40,362	\$ 65,790	200443			Nonexempt
100700	Data Scientist	1	18	\$ 75,782	\$ 123,572	100700		U	Exempt
100273	Database Administrator	1	16	\$ 66,353	\$ 108,182	100273			Exempt
000270	Database Manager	1	18	\$ 75,782	\$ 123,572	000270			Exempt
100411	Debt Management Specialist I	1	14	\$ 57,385	\$ 94,914	100411			Exempt
100418	Debt Management Specialist II	1	15	\$ 62,122	\$ 101,571	100418			Exempt
100414	Debt Manager	1	18	\$ 75,782	\$ 123,572	100414			Exempt
100481	Demographer	1	14	\$ 57,385	\$ 94,914	100481			Exempt
000092	Deputy Building Commissioner	1	16	\$ 66,353	\$ 108,182	000092			Exempt
000038	Deputy Chief of Police	1	22	\$ 93,841	\$ 157,808	000038		U	Exempt
100275	Deputy City Attorney I - LD	1	24	\$ 104,418	\$ 179,041	100275	L	U	Exempt
100276	Deputy City Attorney II - LD	1	25	\$ 112,750	\$ 190,518	100276	L	U	Exempt
100277	Deputy City Attorney III - LD	1	26	\$ 124,052	\$ 215,446	100277	L	U	Exempt
100279	Deputy City Attorney, Senior - LD	1	27	\$ 136,430	\$ 234,543	100279	L	U	Exempt
100417	Deputy City Auditor	1	16	\$ 66,353	\$ 108,182	100417		U	Exempt
100431	Deputy City Auditor II	1	17	\$ 70,887	\$ 115,688	100431		U	Exempt
100425	Deputy City Clerk / Administrative Analyst I	1	14	\$ 57,385	\$ 94,914	100425		U	Exempt
100420	Deputy City Clerk / Assistant to the Mayor	1	11	\$ 45,013	\$ 73,453	100420		U	Exempt



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Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified	FLSA
100473	Deputy City Clerk / Executive Assistant to the Mayor	1	20	\$ 85,515	\$ 139,445	100473		U	Exempt
500773	Deputy City Clerk / Secretary	1	9	\$ 40,362	\$ 65,790	500773		U	Nonexempt
500768	Deputy City Clerk / Secretary to the Mayor	1	12	\$ 48,912	\$ 79,765	500768		U	Nonexempt
500764	Deputy City Clerk / Senior Secretary	1	10	\$ 41,187	\$ 67,135	500764		U	Nonexempt
500772	Deputy City Clerk / Stenographic Reporter	1	8	\$ 40,100	\$ 65,362	500772		U	Nonexempt
000002	Deputy City Manager	1	28	\$ 155,277	\$ 252,493	000002	E	U	Exempt
000006	Deputy City Manager of Public Safety	1	28	\$ 155,277	\$ 252,493	000006	E	U	Exempt
CC0012	Deputy Clerk I - CC	CCC	1	\$ 39,312	\$ 62,899	CC0012	C	U	Nonexempt
CC0010	Deputy Clerk II - CC	CCC	2	\$ 40,362	\$ 64,579	CC0010	C	U	Nonexempt
CC0014	Deputy Clerk III - CC	CCC	3	\$ 41,412	\$ 66,259	CC0014	C	U	Nonexempt
CA0015	Deputy Commonwealth's Attorney	CWA	12	\$ 96,574	\$ 153,553	CA0015	C	U	Exempt
100203	Deputy Director of Elections & Registrar	1	17	\$ 70,887	\$ 115,688	100203		U	Exempt
100150	Deputy Elections Administrator	1	15	\$ 62,122	\$ 101,571	100150		U	Exempt
300606	Deputy Fire Chief	5	11	\$ 115,898	\$ 144,482	300606		U	Exempt
200470	Deputy Fire Marshal	5	7	\$ 69,365	\$ 102,607	200470			Nonexempt
CR0001	Deputy I - COR	COR	1	\$ 39,312	\$ 62,899	CR0001	C	U	Nonexempt
800011	Deputy I - Elections	1	5	\$ 39,312	\$ 64,079	800011		U	Nonexempt
TR0005	Deputy I - TR	TRO	1	\$ 39,312	\$ 62,899	TR0005	C	U	Nonexempt
CR0002	Deputy II - COR	COR	2	\$ 43,865	\$ 76,497	CR0002	C	U	Nonexempt
500759	Deputy II - Elections	1	6	\$ 39,575	\$ 64,506	500759		U	Nonexempt
TR0006	Deputy II - TR	TRO	2	\$ 43,865	\$ 76,497	TR0006	C	U	Nonexempt
CR0003	Deputy III - COR	COR	3	\$ 52,399	\$ 86,632	CR0003	C	U	Exempt
800009	Deputy III - Elections	1	7	\$ 39,837	\$ 64,934	800009		U	Nonexempt
TR0007	Deputy III - TR	TRO	3	\$ 47,850	\$ 86,632	TR0007	C	U	Exempt
500760	Deputy IV - Elections	1	9	\$ 40,362	\$ 65,790	500760		U	Nonexempt
TR0010	Deputy IV - TR	TRO	4	\$ 61,554	\$ 98,406	TR0010	C	U	Exempt
200571	Deputy Real Estate Assessor	1	18	\$ 75,782	\$ 123,572	200571	CA	U	Exempt
SS0002	Deputy Sheriff	5	3	\$ 48,250	\$ 73,200	SS0002	C	U	Nonexempt
SS0007	Deputy Sheriff (Captain)	5	8	\$ 85,163	\$ 117,049	SS0007	C	U	Nonexempt
SS0010	Deputy Sheriff (Colonel)	5	11	\$ 115,898	\$ 144,482	SS0010	C	U	Nonexempt
SS0004	Deputy Sheriff (Corporal)	5	4	\$ 53,408	\$ 80,978	SS0004	C	U	Nonexempt
SS0009	Deputy Sheriff (Lieutenant Colonel)	5	9	\$ 95,824	\$ 131,702	SS0009	C	U	Nonexempt
SS0006	Deputy Sheriff (Lieutenant)	5	7	\$ 69,365	\$ 102,607	SS0006	C	U	Nonexempt
SS0003	Deputy Sheriff (Master)	5	5	\$ 57,786	\$ 87,615	SS0003	C	U	Nonexempt
SS0001	Deputy Sheriff (Recruit)	5	1	\$ 44,342	\$ 44,342	SS0001	C	U	Nonexempt
SS0011	Deputy Sheriff (Senior)	5	4	\$ 53,408	\$ 80,978	SS0011	C	U	Nonexempt
SS0005	Deputy Sheriff (Sergeant)	5	6	\$ 59,031	\$ 89,502	SS0005	C	U	Nonexempt
100461	Design & Rehabilitation Consultant, Senior	1	14	\$ 57,385	\$ 94,914	100461			Exempt
100474	Design/Construction Project Manager, Senior	1	17	\$ 70,887	\$ 115,688	100474			Exempt
800049	Detention Center Assistant Superintendent	1	14	\$ 57,385	\$ 94,914	800049			Exempt
100244	Detention Center Superintendent	1	20	\$ 85,515	\$ 139,445	100244	S	U	Exempt
800048	Detention Center Supervisor	1	12	\$ 48,912	\$ 79,765	800048			Exempt
500725	Direct Support Professional I	1	5	\$ 39,312	\$ 64,079	500725			Nonexempt
500726	Direct Support Professional II	1	6	\$ 39,575	\$ 64,506	500726			Nonexempt
000575	Director of Budget & Strategic Planning	1	27	\$ 136,430	\$ 234,543	000575	E	U	Exempt
000075	Director of City Planning	1	27	\$ 136,430	\$ 234,543	000075	E	U	Exempt
CA0011	Director of Communications - CWA	CWA	8	\$ 57,889	\$ 92,621	CA0011	C	U	Exempt
000054	Director of Communications & Marketing	1	25	\$ 112,750	\$ 190,518	000054	E	U	Exempt
000332	Director of Community-Based Safety Initiatives (CM Only)	1	26	\$ 124,052	\$ 215,446	000332		U	Exempt
000065	Director of Cultural Facilities, Arts, & Entertainment	1	26	\$ 124,052	\$ 215,446	000065	E	U	Exempt
000067	Director of Development	1	26	\$ 124,052	\$ 215,446	000067	E	U	Exempt
000111	Director of Elections	1	22	\$ 93,841	\$ 157,808	000111		U	Exempt
000056	Director of Emergency Preparedness & Response	1	26	\$ 124,052	\$ 215,446	000056	E	U	Exempt
000068	Director of Finance	1	27	\$ 136,430	\$ 234,543	000068	E	U	Exempt
000069	Director of General Services	1	27	\$ 136,430	\$ 234,543	000069	E	U	Exempt
000146	Director of Housing and Community Development	1	26	\$ 124,052	\$ 215,446	000146	E	U	Exempt
000070	Director of Human Resources	1	26	\$ 124,052	\$ 215,446	000070	E	U	Exempt
000071	Director of Human Services	1	27	\$ 136,430	\$ 234,543	000071	E	U	Exempt
000073	Director of Libraries	1	26	\$ 124,052	\$ 215,446	000073	E	U	Exempt
000084	Director of Maritime Center	1	25	\$ 112,750	\$ 190,518	000084	E	U	Exempt
000074	Director of Neighborhood Services	1	26	\$ 124,052	\$ 215,446	000074	E	U	Exempt
000081	Director of Parks and Recreation	1	27	\$ 136,430	\$ 234,543	000081	E	U	Exempt
100912	Director of Public Safety Intelligence	1	20	\$ 85,515	\$ 139,445	100912		U	Exempt
000076	Director of Public Works	1	27	\$ 136,430	\$ 234,543	000076	E	U	Exempt
000158	Director of Slover Library	1	25	\$ 112,750	\$ 190,518	000158	E	U	Exempt
000142	Director of the Virginia Zoological Park	1	25	\$ 112,750	\$ 190,518	000142	E	U	Exempt

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Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified	FLSA
000118	Director of Transportation	1	26	\$ 124,052	\$ 215,446	000118	E	U	Exempt
000077	Director of Utilities	1	27	\$ 136,430	\$ 234,543	000077	E	U	Exempt
100295	Disability Case Manager	1	12	\$ 48,912	\$ 79,765	100295			Exempt
000147	Diversity, Equity, and Inclusion Officer	1	25	\$ 112,750	\$ 190,518	000147	E	U	Exempt
100465	Division Head	1	16	\$ 66,353	\$ 108,182	100465	S	U	Exempt
100918	Dock Master	1	9	\$ 40,362	\$ 65,790	100918			Nonexempt
100492	Early Childhood Special Educator	1	14	\$ 57,385	\$ 94,914	100492			Exempt
100456	Economic & Policy Analyst	1	13	\$ 52,755	\$ 86,020	100456			Exempt
100457	Economic & Policy Analyst, Senior	1	15	\$ 62,122	\$ 101,571	100457			Exempt
100449	Economic Forecast Specialist (Budget only)	1	18	\$ 75,782	\$ 123,572	100449		U	Exempt
100525	Economic Inclusion Manager (DEI only)	1	16	\$ 66,353	\$ 108,182	100525		U	Exempt
100526	Economic Inclusion Manager, Senior (DEI only)	1	17	\$ 70,887	\$ 115,688	100526		U	Exempt
100245	Education Manager	1	14	\$ 57,385	\$ 94,914	100245			Exempt
SC0013	Education Program Manager	SHC	11	\$ 47,433	\$ 75,401	SC0013	C	U	Nonexempt
SC0008	Education Programs Specialist	SHC	10	\$ 43,023	\$ 68,391	SC0008	C	U	Nonexempt
800010	Education Specialist	1	7	\$ 39,837	\$ 64,934	800010			Nonexempt
H00004	Election Aide	2	H4	\$ 17.00	\$ 47.50	H00004			Nonexempt
600834	Electrician I	1	6	\$ 39,575	\$ 64,506	600834			Nonexempt
600835	Electrician II	1	10	\$ 41,187	\$ 67,135	600835			Nonexempt
600836	Electrician III	1	11	\$ 45,013	\$ 73,453	600836			Nonexempt
600837	Electrician IV	1	12	\$ 48,912	\$ 79,765	600837			Nonexempt
SC0005	Electronic Surveillance Supervisor	SHC	7	\$ 40,625	\$ 64,999	SC0005	C	U	Nonexempt
600840	Electronics Technician I	1	9	\$ 40,362	\$ 65,790	600840			Nonexempt
600841	Electronics Technician II	1	11	\$ 45,013	\$ 73,453	600841			Nonexempt
100493	Emergency Services Counselor	1	13	\$ 52,755	\$ 86,020	100493			Exempt
500788	Employee Relations Analyst I (HR only)	1	13	\$ 52,755	\$ 86,020	500788			Exempt
500789	Employee Relations Analyst II (HR only)	1	14	\$ 57,385	\$ 94,914	500789			Exempt
500790	Employee Relations Analyst, Senior (HR only)	1	15	\$ 62,122	\$ 101,571	500790			Exempt
500791	Employee Relations Manager (HR only)	1	17	\$ 70,887	\$ 115,688	500791		U	Exempt
800900	Energy Management Coordinator	1	15	\$ 62,122	\$ 101,571	800900			Exempt
700922	Engineering Aide	1	5	\$ 39,312	\$ 64,079	700922			Nonexempt
000085	Engineering Manager	1	20	\$ 85,515	\$ 139,445	000085	S	U	Exempt
200437	Engineering Technician I	1	10	\$ 41,187	\$ 67,135	200437			Nonexempt
200438	Engineering Technician II	1	11	\$ 45,013	\$ 73,453	200438			Nonexempt
200439	Engineering Technician III	1	12	\$ 48,912	\$ 79,765	200439			Nonexempt
200440	Engineering Technician IV	1	13	\$ 52,755	\$ 86,020	200440			Nonexempt
100297	Enterprise Controller	1	16	\$ 66,353	\$ 108,182	100297			Exempt
100299	Environmental Engineer	1	14	\$ 57,385	\$ 94,914	100299			Exempt
700991	Environmental Health Assistant I	1	5	\$ 39,312	\$ 64,079	700991			Nonexempt
700992	Environmental Health Assistant II	1	5	\$ 39,312	\$ 64,079	700992			Nonexempt
000100	Environmental Services Manager	1	19	\$ 80,451	\$ 130,837	000100	S	U	Exempt
200452	Environmental Specialist I	1	10	\$ 41,187	\$ 67,135	200452			Nonexempt
200453	Environmental Specialist II	1	12	\$ 48,912	\$ 79,765	200453			Nonexempt
700924	Equipment Operator I	1	5	\$ 39,312	\$ 64,079	700924			Nonexempt
700925	Equipment Operator II	1	7	\$ 39,837	\$ 64,934	700925			Nonexempt
700926	Equipment Operator III	1	8	\$ 40,100	\$ 65,362	700926			Nonexempt
700927	Equipment Operator IV	1	9	\$ 40,362	\$ 65,790	700927			Nonexempt
800402	Event Coordinator I	1	12	\$ 48,912	\$ 79,765	800402			Exempt
800407	Event Coordinator II	1	13	\$ 52,755	\$ 86,020	800407			Exempt
800408	Event Coordinator Senior	1	14	\$ 57,385	\$ 94,914	800408			Exempt
800405	Event Support Crew Member I	1	5	\$ 39,312	\$ 64,079	800405			Nonexempt
800406	Event Support Crew Member II	1	6	\$ 39,575	\$ 64,506	800406			Nonexempt
100527	Executive Administrator (CM only)	1	14	\$ 57,385	\$ 94,914	100527		U	Exempt
100528	Executive Administrator, Senior (CM only)	1	15	\$ 62,122	\$ 101,571	100528		U	Exempt
500707	Executive Assistant	1	12	\$ 48,912	\$ 79,765	500707			Nonexempt
SC0032	Executive Assistant - SC	SHC	10	\$ 43,023	\$ 68,391	SC0032		U	Nonexempt
000831	Executive Director CSB	1	27	\$ 136,430	\$ 234,543	000831	E	U	Exempt
000861	Executive Director of Norfolk Healthcare Consortium	1	25	\$ 112,750	\$ 190,518	000861	E	U	Exempt
000119	Executive Director of Real Estate Services	1	20	\$ 85,515	\$ 139,445	000119	E	U	Exempt
000087	Executive Manager of Retirement Systems	1	20	\$ 85,515	\$ 139,445	000087	S	U	Exempt
CA0010	Executive Secretary / Assistant - CWA	CWA	7	\$ 50,904	\$ 81,369	CA0010	C	U	Nonexempt
H00059	Executive Specialist	2	H7	\$ 49.50	\$ 123.75	H00059		U	Exempt
100253	Exhibits Manager / Designer	1	13	\$ 52,755	\$ 86,020	100253			Exempt
100871	Facilities Maintenance Manager	1	19	\$ 80,451	\$ 130,837	100871	S	U	Exempt
800521	Facilities Manager	1	13	\$ 52,755	\$ 86,020	800521			Exempt
SC0033	Facilities Manager - SC	SHC	16	\$ 59,358	\$ 94,359	SC0033		U	Nonexempt

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Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified	FLSA
800052	Family Services Associate	1	7	\$ 39,837	\$ 64,934	800052			Nonexempt
100364	Family Services Supervisor	1	14	\$ 57,385	\$ 94,914	100364			Exempt
100366	Family Services Worker I	1	11	\$ 45,013	\$ 73,453	100366			Nonexempt
100367	Family Services Worker II	1	12	\$ 48,912	\$ 79,765	100367			Nonexempt
200404	Family Services Worker III	1	13	\$ 52,755	\$ 86,020	200404			Exempt
000047	Financial Operations Manager	1	15	\$ 62,122	\$ 101,571	000047			Exempt
300611	Fire Captain	5	7	\$ 69,365	\$ 102,607	300611			Nonexempt
200471	Fire Inspector	5	5	\$ 57,786	\$ 87,615	200471			Nonexempt
300612	Fire Lieutenant	5	6	\$ 59,031	\$ 89,502	300612			Nonexempt
300614	Firefighter EMT	5	2	\$ 45,937	\$ 69,649	300614			Nonexempt
300617	Firefighter EMT - Advanced	5	3	\$ 48,250	\$ 73,200	300617			Nonexempt
300643	Firefighter EMT - Intermediate	5	4	\$ 53,408	\$ 80,978	300643			Nonexempt
300616	Firefighter EMT - Paramedic	5	5	\$ 57,786	\$ 87,615	300616			Nonexempt
300604	Firefighter Recruit	5	1	\$ 44,342	\$ 44,342	300604			Nonexempt
SC0034	Fiscal Manager	SHC	14	\$ 54,909	\$ 87,288	SC0034		U	Nonexempt
000090	Fiscal Manager I	1	13	\$ 52,755	\$ 86,020	000090			Exempt
800504	Fiscal Manager II	1	14	\$ 57,385	\$ 94,914	800504			Exempt
100371	Fiscal Monitoring Specialist I	1	11	\$ 45,013	\$ 73,453	100371			Exempt
100372	Fiscal Monitoring Specialist II	1	13	\$ 52,755	\$ 86,020	100372			Exempt
100373	Fiscal Systems Administrator (Finance only)	1	16	\$ 66,353	\$ 108,182	100373			Exempt
100167	Fiscal Systems Analyst	1	14	\$ 57,385	\$ 94,914	100167			Exempt
100471	Fiscal Systems Manager	1	17	\$ 70,887	\$ 115,688	100471			Exempt
100432	Fiscal Systems Manager, Senior	1	18	\$ 75,782	\$ 123,572	100432			Exempt
600819	Fleet Coordinator	1	11	\$ 45,013	\$ 73,453	600819			Exempt
SC0022	Fleet Coordinator - SC	SHC	4	\$ 39,837	\$ 63,739	SC0022	C	U	Nonexempt
000091	Fleet Maintenance Manager	1	19	\$ 80,451	\$ 130,837	000091	S	U	Exempt
700911	Food Service Manager	1	11	\$ 45,013	\$ 73,453	700911			Exempt
100913	Forensic Specialist	1	14	\$ 57,385	\$ 94,914	100913			Exempt
700929	Forestry Crew Leader	1	11	\$ 45,013	\$ 73,453	700929			Nonexempt
700930	Forestry Supervisor	1	14	\$ 57,385	\$ 94,914	700930			Exempt
100314	Fraud Investigator	1	12	\$ 48,912	\$ 79,765	100314			Nonexempt
200542	Fraud Supervisor	1	13	\$ 52,755	\$ 86,020	200542			Exempt
700988	General Utility Maintenance Supervisor	1	14	\$ 57,385	\$ 94,914	700988			Exempt
800040	Geographic Information Systems Specialist I	1	10	\$ 41,187	\$ 67,135	800040			Nonexempt
800555	Geographic Information Systems Specialist II	1	12	\$ 48,912	\$ 79,765	800555			Exempt
800556	Geographic Information Systems Specialist III	1	15	\$ 62,122	\$ 101,571	800556			Exempt
800557	Geographic Information Systems Team Supervisor	1	17	\$ 70,887	\$ 115,688	800557			Exempt
200418	Geographic Information Systems Technician I	1	9	\$ 40,362	\$ 65,790	200418			Nonexempt
100423	Geographic Information Systems Technician II	1	11	\$ 45,013	\$ 73,453	100423			Exempt
200419	Grants & Development Coordinator	1	14	\$ 57,385	\$ 94,914	200419			Exempt
100451	Grants Manager	1	18	\$ 75,782	\$ 123,572	100451		U	Exempt
SC0009	Grievance Coordinator	SHC	10	\$ 43,023	\$ 68,391	SC0009	C	U	Nonexempt
700933	Groundskeeper	1	5	\$ 39,312	\$ 64,079	700933			Nonexempt
700931	Groundskeeper Crew Leader	1	9	\$ 40,362	\$ 65,790	700931			Nonexempt
100164	Health & Fitness Facilitator	1	10	\$ 41,187	\$ 67,135	100164			Exempt
700935	Horticulture Technician	1	5	\$ 39,312	\$ 64,079	700935			Nonexempt
700937	Horticulturist	1	12	\$ 48,912	\$ 79,765	700937			Exempt
100519	Housing Finance Specialist	1	17	\$ 70,887	\$ 115,688	100519		U	Exempt
SC0035	HR Administrator - SC	SHC	16	\$ 59,358	\$ 94,359	SC0035		U	Nonexempt
SC0016	Human Resources & Budget Director	SHC	14	\$ 54,909	\$ 87,288	SC0016	C	U	Exempt
500792	Human Resources Administration Manager (HR only)	1	17	\$ 70,887	\$ 115,688	500792		U	Exempt
800500	Human Resources Administrator	1	14	\$ 57,385	\$ 94,914	800500			Exempt
500781	Human Resources Assistant I	1	6	\$ 39,575	\$ 64,506	500781			Nonexempt
500782	Human Resources Assistant II	1	7	\$ 39,837	\$ 64,934	500782			Nonexempt
500802	Human Resources Benefits Analyst I (HR only)	1	13	\$ 52,755	\$ 86,020	500802			Exempt
500801	Human Resources Benefits Analyst II (HR only)	1	14	\$ 57,385	\$ 94,914	500801			Exempt
500793	Human Resources Benefits Manager (HR only)	1	17	\$ 70,887	\$ 115,688	500793		U	Exempt
500783	Human Resources Benefits Specialist (HR only)	1	11	\$ 45,013	\$ 73,453	500783			Nonexempt
500794	Human Resources Specialist (HR only)	1	11	\$ 45,013	\$ 73,453	500794			Nonexempt
200446	Human Services Aide	1	5	\$ 39,312	\$ 64,079	200446			Nonexempt
101309	Human Services Operations Manager	1	15	\$ 62,122	\$ 101,571	101309			Exempt
100511	Human Services Senior Manager	1	20	\$ 85,515	\$ 139,445	100511	S	U	Exempt
300618	Humane Officer I (Police only)	1	9	\$ 40,362	\$ 65,790	300618			Nonexempt
300619	Humane Officer II (Police only)	1	11	\$ 45,013	\$ 73,453	300619			Nonexempt
CC0008	In Court Clerk - CC	CCC	4	\$ 43,023	\$ 72,429	CC0008	C	U	Nonexempt
H00037	Information Technology Assistant	2	H6	\$ 29.00	\$ 72.25	H00037			Nonexempt



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Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified	FLSA
H00019	Information Technology Business Analyst	2	H6	\$ 29.00	\$ 72.25	H00019			Nonexempt
H00038	Information Technology Intern	2	H4	\$ 17.00	\$ 47.50	H00038			Nonexempt
100168	Information Technology Planner	1	14	\$ 57,385	\$ 94,914	100168			Exempt
100166	Information Technology Planner, Senior	1	18	\$ 75,782	\$ 123,572	100166			Exempt
200431	Information Technology Specialist	1	9	\$ 40,362	\$ 65,790	200431			Nonexempt
SC0020	Information Technology Systems Director	SHC	17	\$ 66,343	\$ 106,058	SC0020	C	U	Exempt
200400	Information Technology Telecommunications Analyst I	1	11	\$ 45,013	\$ 73,453	200400			Exempt
200401	Information Technology Telecommunications Analyst II	1	13	\$ 52,755	\$ 86,020	200401			Exempt
200402	Information Technology Telecommunications Analyst III	1	16	\$ 66,353	\$ 108,182	200402			Exempt
200551	Information Technology Telecommunications Technician	1	11	\$ 45,013	\$ 73,453	200551			Nonexempt
800021	Information Technology Trainer	1	12	\$ 48,912	\$ 79,765	800021			Nonexempt
800020	Information Technology Training Coordinator	1	13	\$ 52,755	\$ 86,020	800020			Exempt
SC0015	Inmate Classification Manager	SHC	13	\$ 52,295	\$ 83,130	SC0015	C	U	Nonexempt
SC0010	Inmate Classification Specialist	SHC	10	\$ 43,023	\$ 68,391	SC0010	C	U	Nonexempt
SC0023	Inmate Rehabilitation Coordinator	SHC	12	\$ 49,509	\$ 79,326	SC0023	C	U	Nonexempt
700939	Instrument Technician	1	8	\$ 40,100	\$ 65,362	700939			Nonexempt
000003	Intergovernmental Relations Officer	1	20	\$ 85,515	\$ 139,445	000003	E	U	Exempt
SC0024	Investigations Director	SHC	14	\$ 54,909	\$ 87,288	SC0024	C	U	Exempt
101347	Jury Administrator	1	12	\$ 48,912	\$ 79,765	101347	C	U	Nonexempt
300626	Kennel Supervisor	1	8	\$ 40,100	\$ 65,362	300626			Nonexempt
101353	Land Record Specialist	1	10	\$ 41,187	\$ 67,135	101353		U	Nonexempt
200498	Landscape Coordinator I	1	11	\$ 45,013	\$ 73,453	200498			Nonexempt
200499	Landscape Coordinator II	1	12	\$ 48,912	\$ 79,765	200499			Nonexempt
700913	Laundry Worker	1	5	\$ 39,312	\$ 64,079	700913			Nonexempt
100316	Law Clerk	1	13	\$ 52,755	\$ 86,020	100316			Exempt
H00018	Law Intern	2	H4	\$ 17.00	\$ 47.50	H00018			Nonexempt
600822	Lead Mason	1	7	\$ 39,837	\$ 64,934	600822			Nonexempt
700999	Lead Zookeeper	1	9	\$ 40,362	\$ 65,790	700999			Nonexempt
100318	Legal Administrator - LD	1	16	\$ 66,353	\$ 108,182	100318			Exempt
CA0009	Legal Administrator - CWA	CWA	8	\$ 57,889	\$ 92,621	CA0009	C	U	Exempt
500735	Legal Assistant	1	13	\$ 52,755	\$ 86,020	500735			Nonexempt
CA0008	Legal Assistant - CWA	CWA	6	\$ 44,687	\$ 71,435	CA0008	C	U	Nonexempt
400655	Legal Coordinator I - LD	1	11	\$ 45,013	\$ 73,453	400655	L	U	Nonexempt
400656	Legal Coordinator II - LD	1	14	\$ 57,385	\$ 94,914	400656	L	U	Nonexempt
SC0017	Legal Counsel	SHC	15	\$ 56,532	\$ 89,872	SC0017	C	U	Exempt
500740	Legal Secretary I - LD	1	7	\$ 39,837	\$ 64,934	500740			Nonexempt
CA0006	Legal Secretary I - CWA	CWA	2	\$ 40,362	\$ 64,579	CA0006	C	U	Nonexempt
500741	Legal Secretary II - LD	1	11	\$ 45,013	\$ 73,453	500741		U	Nonexempt
CA0007	Legal Secretary II - CWA	CWA	4	\$ 42,462	\$ 67,939	CA0007	C	U	Nonexempt
H00030	Legislative Services Aide	2	H1	\$ 15.00	\$ 24.00	H00030			Nonexempt
100320	Librarian I	1	11	\$ 45,013	\$ 73,453	100320			Exempt
100321	Librarian II	1	14	\$ 57,385	\$ 94,914	100321			Exempt
100322	Librarian III	1	15	\$ 62,122	\$ 101,571	100322			Exempt
100326	Librarian IV	1	16	\$ 66,353	\$ 108,182	100326			Exempt
H00025	Library Aide	2	H1	\$ 15.00	\$ 24.00	H00025			Nonexempt
400665	Library Assistant I	1	5	\$ 39,312	\$ 64,079	400665			Nonexempt
SC0036	Library Assistant - SC	SHC	3	\$ 39,575	\$ 63,319	SC0036		U	Nonexempt
400666	Library Assistant II	1	6	\$ 39,575	\$ 64,506	400666			Nonexempt
400660	Library Associate I	1	8	\$ 40,100	\$ 65,362	400660			Nonexempt
400661	Library Associate II	1	9	\$ 40,362	\$ 65,790	400661			Nonexempt
400667	Library Manager	1	18	\$ 75,782	\$ 123,572	400667			Exempt
200474	License Inspector I	1	8	\$ 40,100	\$ 65,362	200474			Nonexempt
200475	License Inspector II	1	10	\$ 41,187	\$ 67,135	200475			Nonexempt
400681	Licensed Practical Nurse	1	11	\$ 45,013	\$ 73,453	400681			Nonexempt
700941	Lifeguard	1	5	\$ 39,312	\$ 64,079	700941			Nonexempt
SC0042	Local Inmate Data System Technician	SHC	9	\$ 41,150	\$ 65,839	SC0042		U	Nonexempt
000097	MacArthur Memorial Director	1	18	\$ 75,782	\$ 123,572	000097	S	U	Exempt
SC0025	Maintenance Mechanic - SC	SHC	4	\$ 39,837	\$ 63,739	SC0025	C	U	Nonexempt
700942	Maintenance Mechanic I	1	6	\$ 39,575	\$ 64,506	700942			Nonexempt
700943	Maintenance Mechanic II	1	8	\$ 40,100	\$ 65,362	700943			Nonexempt
SC0037	Maintenance Mechanic II - SC	SHC	7	\$ 40,625	\$ 64,999	SC0037		U	Nonexempt
700944	Maintenance Mechanic III	1	9	\$ 40,362	\$ 65,790	700944			Nonexempt
600846	Maintenance Shop Manager	1	13	\$ 52,755	\$ 86,020	600846			Exempt
700946	Maintenance Supervisor I	1	11	\$ 45,013	\$ 73,453	700946			Exempt
700947	Maintenance Supervisor II	1	12	\$ 48,912	\$ 79,765	700947			Exempt
700949	Maintenance Worker I	1	5	\$ 39,312	\$ 64,079	700949			Nonexempt

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Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified	FLSA
700950	Maintenance Worker II	1	6	\$ 39,575	\$ 64,506	700950			Nonexempt
100171	Management Analyst I	1	11	\$ 45,013	\$ 73,453	100171			Exempt
100172	Management Analyst II	1	13	\$ 52,755	\$ 86,020	100172			Exempt
100173	Management Analyst III	1	14	\$ 57,385	\$ 94,914	100173			Exempt
100319	Management Services Administrator	1	18	\$ 75,782	\$ 123,572	100319	S	U	Exempt
100875	Manager of Budget & Accounting	1	18	\$ 75,782	\$ 123,572	100875	S	U	Exempt
100482	Manager of Emergency Communications	1	16	\$ 66,353	\$ 108,182	100482			Exempt
000806	Manager of Environmental Protection Programs	1	20	\$ 85,515	\$ 139,445	000806	E	U	Exempt
000807	Manager of Event Services and Production	1	16	\$ 66,353	\$ 108,182	000807	S	U	Exempt
100247	Manager of Visitor Marketing	1	14	\$ 57,385	\$ 94,914	100247			Exempt
100265	Manager of Visitor Services	1	12	\$ 48,912	\$ 79,765	100265			Exempt
H00027	Maritime Center Specialist I	2	H1	\$ 15.00	\$ 24.00	H00027			Nonexempt
H00028	Maritime Center Specialist II	2	H2	\$ 15.75	\$ 29.25	H00028			Nonexempt
H00029	Maritime Center Specialist III	2	H3	\$ 16.25	\$ 42.50	H00029			Nonexempt
100213	Mason	1	6	\$ 39,575	\$ 64,506	100213			Nonexempt
300636	Master Police Officer	5	6	\$ 59,031	\$ 89,502	300636			Nonexempt
100496	Medical Records Administrator	1	11	\$ 45,013	\$ 73,453	100496			Exempt
500743	Medical Records Technician	1	9	\$ 40,362	\$ 65,790	500743			Nonexempt
100494	Mental Health Professional	1	11	\$ 45,013	\$ 73,453	100494			Nonexempt
700952	Messenger/Driver	1	5	\$ 39,312	\$ 64,079	700952			Nonexempt
300621	Meter Monitor	1	7	\$ 39,837	\$ 64,934	300621			Nonexempt
800449	Microcomputer Systems Analyst	1	13	\$ 52,755	\$ 86,020	800449			Nonexempt
SC0006	Microcomputer Systems Analyst - SC	SHC	8	\$ 40,887	\$ 65,419	SC0006	C	U	Nonexempt
200450	Microcomputer Systems Analyst, Senior	1	14	\$ 57,385	\$ 94,914	200450			Exempt
200451	Microcomputer Systems Team Supervisor	1	16	\$ 66,353	\$ 108,182	200451			Exempt
500745	Micrographics Technician	1	5	\$ 39,312	\$ 64,079	500745			Nonexempt
101343	Multimedia Communications Specialist I	1	11	\$ 45,013	\$ 73,453	101343			Exempt
101344	Multimedia Communications Specialist II	1	13	\$ 52,755	\$ 86,020	101344			Exempt
101345	Multimedia Communications Specialist III	1	15	\$ 62,122	\$ 101,571	101345			Exempt
H00013	Municipal Intern I	2	H1	\$ 15.00	\$ 24.00	H00013			Nonexempt
H00014	Municipal Intern II	2	H2	\$ 15.75	\$ 29.25	H00014			Nonexempt
H00047	Municipal Intern III	2	H3	\$ 16.25	\$ 42.50	H00047			Nonexempt
300640	Museum Attendant	1	5	\$ 39,312	\$ 64,079	300640			Nonexempt
200464	Neighborhood Code Specialist I	1	11	\$ 45,013	\$ 73,453	200464			Nonexempt
200467	Neighborhood Code Specialist II	1	12	\$ 48,912	\$ 79,765	200467			Nonexempt
200472	Neighborhood Code Specialist III	1	13	\$ 52,755	\$ 86,020	200472			Nonexempt
200476	Neighborhood Code Team Lead	1	15	\$ 62,122	\$ 101,571	200476			Exempt
000298	Neighborhood Development Administrator	1	19	\$ 80,451	\$ 130,837	000298	S	U	Exempt
200482	Neighborhood Development Specialist	1	11	\$ 45,013	\$ 73,453	200482			Exempt
100459	Neighborhood Development Specialist, Senior	1	13	\$ 52,755	\$ 86,020	100459			Exempt
000297	Neighborhood Services Manager	1	15	\$ 62,122	\$ 101,571	000297			Exempt
SC0018	Network Engineer - SC	SHC	16	\$ 59,358	\$ 94,359	SC0018	C	U	Nonexempt
800544	Network Engineer I	1	10	\$ 41,187	\$ 67,135	800544			Nonexempt
800546	Network Engineer II	1	16	\$ 66,353	\$ 108,182	800546			Exempt
800545	Network Engineer III	1	17	\$ 70,887	\$ 115,688	800545			Exempt
200403	Network Engineer IV	1	18	\$ 75,782	\$ 123,572	200403			Exempt
800547	Network Security Engineer	1	17	\$ 70,887	\$ 115,688	800547			Exempt
100522	Nurse Coordinator - Supervisor	1	16	\$ 66,353	\$ 108,182	100522			Exempt
100523	Nurse Practitioner	1	20	\$ 85,515	\$ 139,445	100523	S	U	Exempt
500750	Office Assistant	1	5	\$ 39,312	\$ 64,079	500750			Nonexempt
500755	Office Manager	1	10	\$ 41,187	\$ 67,135	500755			Exempt
600852	Operating Engineer I	1	6	\$ 39,575	\$ 64,506	600852			Nonexempt
600853	Operating Engineer II	1	9	\$ 40,362	\$ 65,790	600853			Nonexempt
700940	Operations Apprentice	1	5	\$ 39,312	\$ 64,079	700940			Nonexempt
100300	Operations Controller	1	16	\$ 66,353	\$ 108,182	100300			Exempt
100919	Operations Coordinator	1	13	\$ 52,755	\$ 86,020	100919			Nonexempt
000113	Operations Manager	1	14	\$ 57,385	\$ 94,914	000113			Exempt
300638	Operations Officer I (Police only)	1	7	\$ 39,837	\$ 64,934	300638			Nonexempt
300642	Operations Officer II (Police only)	1	8	\$ 40,100	\$ 65,362	300642			Nonexempt
300647	Operations Officer III (Police only)	1	9	\$ 40,362	\$ 65,790	300647			Nonexempt
500795	Organizational Development Analyst (HR only)	1	13	\$ 52,755	\$ 86,020	500795			Exempt
500796	Organizational Development Analyst, Senior (HR only)	1	15	\$ 62,122	\$ 101,571	500796			Exempt
500797	Organizational Development Manager (HR only)	1	17	\$ 70,887	\$ 115,688	500797		U	Exempt
600855	Painter I	1	6	\$ 39,575	\$ 64,506	600855			Nonexempt
600856	Painter II	1	8	\$ 40,100	\$ 65,362	600856			Nonexempt
CA0005	Paralegal - CWA	CWA	4	\$ 42,462	\$ 67,939	CA0005	C	U	Nonexempt

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Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified	FLSA
400674	Paralegal Claims Investigator - LD	1	12	\$ 48,912	\$ 79,765	400674	L	U	Nonexempt
400678	Paralegal Generalist - LD	1	10	\$ 41,187	\$ 67,135	400678	L	U	Nonexempt
100916	Paralegal Specialist I - LD	1	13	\$ 52,755	\$ 86,020	100916	L	U	Nonexempt
100917	Paralegal Specialist II - LD	1	14	\$ 57,385	\$ 94,914	100917	L	U	Nonexempt
200561	Park Ranger I	1	10	\$ 41,187	\$ 67,135	200561			Nonexempt
200562	Park Ranger II	1	11	\$ 45,013	\$ 73,453	200562			Nonexempt
200563	Park Ranger, Senior	1	13	\$ 52,755	\$ 86,020	200563			Exempt
000107	Parking Administrator	1	14	\$ 57,385	\$ 94,914	000107			Exempt
H00035	Parking Attendant	2	H1	\$ 15.00	\$ 24.00	H00035			Nonexempt
000010	Parking Director	1	20	\$ 85,515	\$ 139,445	000010	S	U	Exempt
100340	Parking Manager	1	12	\$ 48,912	\$ 79,765	100340			Exempt
H00040	Parking Operations Supervisor	2	H3	\$ 16.25	\$ 42.50	H00040			Nonexempt
100387	Parking Supervisor	1	9	\$ 40,362	\$ 65,790	100387			Nonexempt
SC0026	Payroll & Benefits Coordinator	SHC	8	\$ 40,887	\$ 65,419	SC0026	C	U	Nonexempt
100156	Payroll Administrator	1	14	\$ 57,385	\$ 94,914	100156			Exempt
100149	Payroll Analyst (Finance Only)	1	14	\$ 57,385	\$ 94,914	100149			Exempt
100157	Payroll Manager	1	18	\$ 75,782	\$ 123,572	100157		U	Exempt
800042	Payroll Specialist	1	11	\$ 45,013	\$ 73,453	800042			Exempt
100500	Peer Recovery Specialist I	1	8	\$ 40,100	\$ 65,362	100500			Nonexempt
100501	Peer Recovery Specialist II	1	9	\$ 40,362	\$ 65,790	100501			Nonexempt
101348	Peer Recovery Specialist III	1	10	\$ 41,187	\$ 67,135	101348			Nonexempt
101349	Peer Recovery Specialist IV	1	11	\$ 45,013	\$ 73,453	101349			Nonexempt
200510	Permit Technician	1	8	\$ 40,100	\$ 65,362	200510			Nonexempt
200511	Permits Specialist	1	12	\$ 48,912	\$ 79,765	200511			Nonexempt
200512	Permits Specialist, Senior	1	13	\$ 52,755	\$ 86,020	200512			Nonexempt
800347	Personnel Specialist	1	11	\$ 45,013	\$ 73,453	800347			Nonexempt
000820	Pharmacist	1	29	N/R	N/R	000820	S	U	Exempt
100865	Pharmacy Technician	1	10	\$ 41,187	\$ 67,135	100865			Nonexempt
100424	Physical Security Specialist	1	13	\$ 52,755	\$ 86,020	100424			Exempt
000851	Physician	1	29	N/R	N/R	000851	S	U	Exempt
100422	Physician Assistant	1	23	\$ 98,944	\$ 168,138	100422			Exempt
600860	Plumber	1	10	\$ 41,187	\$ 67,135	600860			Nonexempt
600861	Plumber, Senior	1	11	\$ 45,013	\$ 73,453	600861			Nonexempt
300623	Police Captain	5	9	\$ 95,824	\$ 131,702	300623			Exempt
400683	Police Civilian Investigator/Technician	2	H4	\$ 17.00	\$ 47.50	400683			Nonexempt
300624	Police Corporal	5	5	\$ 57,786	\$ 87,615	300624			Nonexempt
400672	Police Identification Clerk	1	5	\$ 39,312	\$ 64,079	400672			Nonexempt
300625	Police Lieutenant	5	8	\$ 85,163	\$ 117,049	300625			Exempt
300630	Police Officer	5	4	\$ 53,408	\$ 80,978	300630			Nonexempt
100305	Police Records & Identification Section Supervisor	1	12	\$ 48,912	\$ 79,765	100305			Exempt
300632	Police Recruit	5	1	\$ 44,342	\$ 44,342	300632			Nonexempt
300635	Police Sergeant	5	7	\$ 69,365	\$ 102,607	300635			Nonexempt
700951	Pool Manager	1	10	\$ 41,187	\$ 67,135	700951			Nonexempt
100505	Practice Manager	1	13	\$ 52,755	\$ 86,020	100505			Exempt
400700	Pre-Trial Probation Officer I	1	9	\$ 40,362	\$ 65,790	400700			Nonexempt
400701	Pre-Trial Probation Officer II	1	11	\$ 45,013	\$ 73,453	400701			Nonexempt
100462	Principal Planner	1	16	\$ 66,353	\$ 108,182	100462		U	Exempt
SC0011	Procurement Specialist - SC	SHC	10	\$ 43,023	\$ 68,391	SC0011	C	U	Nonexempt
100209	Procurement Specialist I	1	10	\$ 41,187	\$ 67,135	100209			Exempt
100210	Procurement Specialist II	1	13	\$ 52,755	\$ 86,020	100210			Exempt
100510	Procurement Specialist III	1	15	\$ 62,122	\$ 101,571	100510			Exempt
100524	Procurement Specialist IV	1	16	\$ 66,353	\$ 108,182	100524			Exempt
100497	Professional Municipal Trainee	1	9	\$ 40,362	\$ 65,790	100497			Nonexempt
SC0043	Professional Standards Office Analyst	SHC	10	\$ 43,023	\$ 68,391	SC0043	C	U	Exempt
100351	Program Administrator	1	13	\$ 52,755	\$ 86,020	100351			Exempt
100352	Program Coordinator	1	11	\$ 45,013	\$ 73,453	100352			Nonexempt
800523	Program Supervisor	1	13	\$ 52,755	\$ 86,020	800523			Exempt
200515	Programmer/Analyst I	1	11	\$ 45,013	\$ 73,453	200515			Exempt
200516	Programmer/Analyst II	1	12	\$ 48,912	\$ 79,765	200516			Exempt
200517	Programmer/Analyst III	1	14	\$ 57,385	\$ 94,914	200517			Exempt
200518	Programmer/Analyst IV	1	15	\$ 62,122	\$ 101,571	200518			Exempt
200519	Programmer/Analyst V	1	16	\$ 66,353	\$ 108,182	200519			Exempt
800570	Programs Manager	1	15	\$ 62,122	\$ 101,571	800570			Exempt
100268	Project Coordinator	1	13	\$ 52,755	\$ 86,020	100268			Exempt
100469	Project Manager	1	16	\$ 66,353	\$ 108,182	100469			Exempt
100404	Project Manager, Senior	1	17	\$ 70,887	\$ 115,688	100404	S	U	Exempt

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Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified	FLSA
100910	Property & Evidence Technician	1	9	\$ 40,362	\$ 65,790	100910			Nonexempt
000063	Property Manager	1	15	\$ 62,122	\$ 101,571	000063			Exempt
SC0038	Property Technician - SC	SHC	4	\$ 39,837	\$ 63,739	SC0038		U	Nonexempt
000822	Psychiatrist	1	29	N/R	N/R	000822	S	U	Exempt
000823	Psychologist	1	16	\$ 66,353	\$ 108,182	000823			Exempt
SC0014	Public Affairs Officer	SHC	11	\$ 47,433	\$ 75,401	SC0014	C	U	Exempt
400675	Public Health Aide	1	5	\$ 39,312	\$ 64,079	400675			Nonexempt
CA0019	Public Information Specialist - CWA	CWA	4	\$ 42,462	\$ 67,939	CA0019	C	U	Exempt
100375	Public Information Specialist I	1	10	\$ 41,187	\$ 67,135	100375			Exempt
100376	Public Information Specialist II	1	12	\$ 48,912	\$ 79,765	100376			Exempt
800034	Public Relations Assistant	1	6	\$ 39,575	\$ 64,506	800034			Nonexempt
SC0039	Public Relations Assistant - SC	SHC	7	\$ 40,625	\$ 64,999	SC0039		U	Nonexempt
100410	Public Relations Specialist	1	12	\$ 48,912	\$ 79,765	100410			Exempt
200578	Public Safety Aide	5	1	\$ 44,342	\$ 44,342	200578			Nonexempt
100914	Public Safety Intel Analyst	1	14	\$ 57,385	\$ 94,914	100914			Exempt
100915	Public Safety Intel Analyst, Senior	1	16	\$ 66,353	\$ 108,182	100915		U	Exempt
H00048	Public Safety Intern	2	H2	\$ 15.75	\$ 29.25	H00048			Nonexempt
200554	Public Safety Telecommunicator I	5	2	\$ 45,937	\$ 69,649	200554			Nonexempt
200555	Public Safety Telecommunicator II	5	3	\$ 48,250	\$ 73,200	200555			Nonexempt
200556	Public Safety Telecommunicator III	5	4	\$ 53,408	\$ 80,978	200556			Nonexempt
200557	Public Safety Telecommunicator, Call Taker	1	9	\$ 40,362	\$ 65,790	200557			Nonexempt
200553	Public Safety Telecommunicator, Supervisor	5	6	\$ 59,031	\$ 89,502	200553			Nonexempt
100269	Public Services Coordinator	1	11	\$ 45,013	\$ 73,453	100269			Exempt
000109	Purchasing Agent	1	19	\$ 80,451	\$ 130,837	000109	S	U	Exempt
800516	Quality Assurance Inspector	1	8	\$ 40,100	\$ 65,362	800516			Nonexempt
800518	Quality Assurance Specialist	1	12	\$ 48,912	\$ 79,765	800518			Nonexempt
800024	Radio Communications Systems Analyst	1	10	\$ 41,187	\$ 67,135	800024			Nonexempt
600875	Radio Communications Systems Analyst, Senior	1	12	\$ 48,912	\$ 79,765	600875			Nonexempt
600876	Radio Communications Systems Supervisor	1	14	\$ 57,385	\$ 94,914	600876			Nonexempt
800025	Radio Communications Systems Technician	1	8	\$ 40,100	\$ 65,362	800025			Nonexempt
100176	Real Estate Analyst	1	11	\$ 45,013	\$ 73,453	100176			Exempt
200434	Real Estate Appraisal Team Leader	1	17	\$ 70,887	\$ 115,688	200434		U	Exempt
200525	Real Estate Appraiser I	1	11	\$ 45,013	\$ 73,453	200525		U	Nonexempt
200526	Real Estate Appraiser II	1	13	\$ 52,755	\$ 86,020	200526		U	Nonexempt
200527	Real Estate Appraiser III	1	14	\$ 57,385	\$ 94,914	200527		U	Nonexempt
101350	Real Estate Appraiser IV	1	15	\$ 62,122	\$ 101,571	101350		U	Exempt
200570	Real Estate CAMA Modeler Analyst	1	16	\$ 66,353	\$ 108,182	200570		U	Exempt
800517	Real Estate Coordinator	1	12	\$ 48,912	\$ 79,765	800517			Exempt
100920	Real Time Crime Center Analyst	1	15	\$ 62,122	\$ 101,571	100920			Exempt
500756	Records & Information Clerk	1	5	\$ 39,312	\$ 64,079	500756			Nonexempt
100341	Records Administrator	1	13	\$ 52,755	\$ 86,020	100341			Exempt
SC0001	Records Clerk	SHC	2	\$ 39,312	\$ 62,899	SC0001	C	U	Nonexempt
SC0040	Records Clerk II	SHC	7	\$ 40,625	\$ 64,999	SC0040		U	Nonexempt
H00015	Recreation Activity Instructor	2	H3	\$ 16.25	\$ 42.50	H00015			Nonexempt
H00016	Recreation Aide	2	H1	\$ 15.00	\$ 24.00	H00016			Nonexempt
800026	Recreation Specialist	1	10	\$ 41,187	\$ 67,135	800026			Nonexempt
100355	Recreation Supervisor	1	12	\$ 48,912	\$ 79,765	100355			Exempt
100357	Recreation Supervisor, Senior	1	13	\$ 52,755	\$ 86,020	100357			Exempt
800522	Recycling Coordinator	1	14	\$ 57,385	\$ 94,914	800522			Exempt
700969	Refuse Collection Supervisor	1	13	\$ 52,755	\$ 86,020	700969			Nonexempt
700967	Refuse Collector Apprentice	1	5	\$ 39,312	\$ 64,079	700967			Nonexempt
700966	Refuse Collector Assistant	1	5	\$ 39,312	\$ 64,079	700966			Nonexempt
700968	Refuse Collector I	1	8	\$ 40,100	\$ 65,362	700968			Nonexempt
700971	Refuse Collector II	1	9	\$ 40,362	\$ 65,790	700971			Nonexempt
700965	Refuse Collector III	1	10	\$ 41,187	\$ 67,135	700965			Nonexempt
700970	Refuse Collector, Lead	1	12	\$ 48,912	\$ 79,765	700970			Nonexempt
200484	Refuse Inspector	1	11	\$ 45,013	\$ 73,453	200484			Nonexempt
100358	Registered Nurse	1	15	\$ 62,122	\$ 101,571	100358			Exempt
200605	Reimbursement Specialist	1	9	\$ 40,362	\$ 65,790	200605			Nonexempt
800200	Reimbursement Supervisor	1	14	\$ 57,385	\$ 94,914	800200			Exempt
800201	Reimbursement Technician	1	6	\$ 39,575	\$ 64,506	800201			Nonexempt
100498	Research Analyst	1	9	\$ 40,362	\$ 65,790	100498			Nonexempt
100360	Reservoir Manager	1	12	\$ 48,912	\$ 79,765	100360			Exempt
800691	Retirement Benefits Administrator (Finance only)	1	18	\$ 75,782	\$ 123,572	800691			Exempt
800692	Retirement Benefits Specialist I (Finance only)	1	10	\$ 41,187	\$ 67,135	800692			Nonexempt
800693	Retirement Benefits Specialist II (Finance only)	1	11	\$ 45,013	\$ 73,453	800693			Exempt



**Alphabetical Classification Listing**  
Effective July 1, 2023

Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified	FLSA
900004	Right of Way Permit Supervisor	1	15	\$ 62,122	\$ 101,571	900004			Exempt
800514	Right of Way Program Manager	1	16	\$ 66,353	\$ 108,182	800514			Exempt
101351	Risk Analyst (Finance Only)	1	14	\$ 57,385	\$ 94,914	101351			Exempt
101352	Risk Analyst, Senior (Finance Only)	1	16	\$ 66,353	\$ 108,182	101352			Exempt
000112	Risk Manager	1	18	\$ 75,782	\$ 123,572	000112		U	Exempt
200528	Safety Specialist	1	11	\$ 45,013	\$ 73,453	200528			Nonexempt
100217	Sales Representative	1	11	\$ 45,013	\$ 73,453	100217			Exempt
H00022	School Crossing Guard	2	H4	\$ 17.00	\$ 47.50	H00022			Nonexempt
H00044	School Crossing Guard, Senior	2	H5	\$ 25.00	\$ 54.50	H00044			Nonexempt
SC0002	Secretary I	SHC	3	\$ 39,575	\$ 63,319	SC0002	C	U	Nonexempt
SC0003	Secretary II	SHC	5	\$ 40,100	\$ 64,159	SC0003	C	U	Nonexempt
SC0004	Secretary to the Sheriff	SHC	6	\$ 40,362	\$ 64,579	SC0004	C	U	Nonexempt
300639	Security Officer	1	6	\$ 39,575	\$ 64,506	300639			Nonexempt
300650	Security Officer Supervisor	1	13	\$ 52,755	\$ 86,020	300650			Exempt
100293	Self-Sufficiency Specialist I	1	10	\$ 41,187	\$ 67,135	100293			Nonexempt
100294	Self-Sufficiency Specialist II	1	11	\$ 45,013	\$ 73,453	100294			Nonexempt
100292	Self-Sufficiency Specialist, Senior	1	12	\$ 48,912	\$ 79,765	100292			Nonexempt
100291	Self-Sufficiency Supervisor	1	13	\$ 52,755	\$ 86,020	100291			Exempt
800800	Senior Accountant I (Finance only)	1	12	\$ 48,912	\$ 79,765	800800			Exempt
800801	Senior Accountant II (Finance only)	1	13	\$ 52,755	\$ 86,020	800801			Exempt
800802	Senior Accountant III (Finance only)	1	14	\$ 57,385	\$ 94,914	800802			Exempt
800803	Senior Accountant IV (Finance only)	1	16	\$ 66,353	\$ 108,182	800803			Exempt
800804	Senior Accountant V (Finance only)	1	18	\$ 75,782	\$ 123,572	800804			Exempt
101180	Senior Accounting Manager (Finance only)	1	19	\$ 80,451	\$ 130,837	101180			Exempt
200412	Services & Support Supervisor	1	16	\$ 66,353	\$ 108,182	200412			Exempt
SC0021	Sheriff	SHC	18	N/R	N/R	SC0021	C	U	Exempt
800506	Software Analyst	1	13	\$ 52,755	\$ 86,020	800506			Exempt
000144	Special Assistant	1	20	\$ 85,515	\$ 139,445	000144	E	U	Exempt
SC0027	Staff Accountant	SHC	10	\$ 43,023	\$ 68,391	SC0027	C	U	Nonexempt
500700	Staff Technician I	1	8	\$ 40,100	\$ 65,362	500700			Nonexempt
500701	Staff Technician II	1	9	\$ 40,362	\$ 65,790	500701			Nonexempt
100427	Stage Crew Chief	1	11	\$ 45,013	\$ 73,453	100427			Nonexempt
800401	Stage Production Manager	1	12	\$ 48,912	\$ 79,765	800401			Exempt
500771	Stenographic Reporter	1	10	\$ 41,187	\$ 67,135	500771			Nonexempt
600883	Storekeeper I	1	5	\$ 39,312	\$ 64,079	600883			Nonexempt
600884	Storekeeper II	1	6	\$ 39,575	\$ 64,506	600884			Nonexempt
600885	Storekeeper III	1	8	\$ 40,100	\$ 65,362	600885			Nonexempt
800513	Storm Water Assistant Superintendent	1	14	\$ 57,385	\$ 94,914	800513			Exempt
000125	Storm Water Engineer	1	19	\$ 80,451	\$ 130,837	000125	S	U	Exempt
000031	Storm Water Operations Manager	1	15	\$ 62,122	\$ 101,571	000031			Exempt
700976	Street Maintenance Supervisor	1	11	\$ 45,013	\$ 73,453	700976			Nonexempt
700908	Street Sweeper Mechanic	1	10	\$ 41,187	\$ 67,135	700908			Nonexempt
000138	Superintendent of the Virginia Zoological Park	1	20	\$ 85,515	\$ 139,445	000138	S	U	Exempt
000136	Superintendent of Traffic Operations	1	16	\$ 66,353	\$ 108,182	000136			Exempt
000134	Superintendent of Waste Management	1	19	\$ 80,451	\$ 130,837	000134	S	U	Exempt
CR0004	Supervising Deputy - COR	COR	4	\$ 61,554	\$ 98,406	CR0004	C	U	Exempt
TR0001	Supervising Deputy - TR	TRO	4	\$ 61,554	\$ 98,406	TR0001	C	U	Exempt
CC0005	Supervising Deputy Clerk - CC	CCC	6	\$ 61,554	\$ 98,406	CC0005	C	U	Exempt
600890	Supervising Operating Engineer	1	12	\$ 48,912	\$ 79,765	600890			Exempt
800022	Support Technician	1	5	\$ 39,312	\$ 64,079	800022			Nonexempt
TBD	Support Technician - LD	1	5	\$ 39,312	\$ 64,079	TBD		U	Nonexempt
200544	Survey Party Chief	1	10	\$ 41,187	\$ 67,135	200544			Nonexempt
200572	Sweeper Operator I	1	8	\$ 40,100	\$ 65,362	200572			Nonexempt
200573	Sweeper Operator II	1	9	\$ 40,362	\$ 65,790	200573			Nonexempt
200575	Sweeper Operator Supervisor	1	12	\$ 48,912	\$ 79,765	200575			Nonexempt
200574	Sweeper Operator, Lead	1	10	\$ 41,187	\$ 67,135	200574			Nonexempt
200549	Systems Programmer	1	16	\$ 66,353	\$ 108,182	200549			Exempt
100499	Technology Manager	1	20	\$ 85,515	\$ 139,445	100499	S	U	Exempt
100430	Therapeutic Recreation Specialist	1	10	\$ 41,187	\$ 67,135	100430			Nonexempt
H00003	Ticket Sales Supervisor	2	H3	\$ 16.25	\$ 42.50	H00003			Nonexempt
H00010	Ticket Seller	2	H1	\$ 15.00	\$ 24.00	H00010			Nonexempt
500799	Total Absence Management Analyst (HR only)	1	13	\$ 52,755	\$ 86,020	500799			Exempt
500800	Total Absence Management Manager (HR only)	1	17	\$ 70,887	\$ 115,688	500800		U	Exempt
500798	Total Absence Management Specialist (HR only)	1	11	\$ 45,013	\$ 73,453	500798			Nonexempt
H00006	Tour/Information Assistant	2	H1	\$ 15.00	\$ 24.00	H00006			Nonexempt
800510	Towing Operations Manager	1	15	\$ 62,122	\$ 101,571	800510	S	U	Exempt

**Alphabetical Classification Listing**  
Effective July 1, 2023

Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified	FLSA
100392	Traffic Engineer, Senior	1	15	\$ 62,122	\$ 101,571	100392			Exempt
100389	Traffic Engineering Assistant	1	14	\$ 57,385	\$ 94,914	100389			Exempt
800981	Traffic Maintenance Technician I	1	7	\$ 39,837	\$ 64,934	800981			Nonexempt
700981	Traffic Maintenance Technician II	1	8	\$ 40,100	\$ 65,362	700981			Nonexempt
700983	Traffic Maintenance Technician III	1	9	\$ 40,362	\$ 65,790	700983			Nonexempt
700982	Traffic Sign Fabricator I	1	7	\$ 39,837	\$ 64,934	700982			Nonexempt
700975	Traffic Sign Fabricator II	1	8	\$ 40,100	\$ 65,362	700975			Nonexempt
800012	Traffic Signal Technician I	1	9	\$ 40,362	\$ 65,790	800012			Nonexempt
800013	Traffic Signal Technician II	1	11	\$ 45,013	\$ 73,453	800013			Nonexempt
800016	Traffic Signal Technician III	1	12	\$ 48,912	\$ 79,765	800016			Nonexempt
800014	Traffic Signal Technician IV	1	13	\$ 52,755	\$ 86,020	800014			Nonexempt
900007	Traffic Systems Engineering Technician	1	11	\$ 45,013	\$ 73,453	900007			Nonexempt
100516	Training Specialist	1	11	\$ 45,013	\$ 73,453	100516			Nonexempt
100391	Transportation Engineer, Senior	1	15	\$ 62,122	\$ 101,571	100391			Exempt
100413	Transportation Strategic Planner	1	19	\$ 80,451	\$ 130,837	100413	S	U	Exempt
700974	Tree Trimmer I	1	8	\$ 40,100	\$ 65,362	700974			Nonexempt
700984	Tree Trimmer II	1	10	\$ 41,187	\$ 67,135	700984			Nonexempt
101352	Utilities Instrumentation and Controls Technician	1	15	\$ 62,122	\$ 101,571	101352			Exempt
800035	Utility Construction Inspector	1	10	\$ 41,187	\$ 67,135	800035			Nonexempt
600892	Utility Maintenance Mechanic I	1	7	\$ 39,837	\$ 64,934	600892			Nonexempt
600893	Utility Maintenance Mechanic II	1	9	\$ 40,362	\$ 65,790	600893			Nonexempt
600894	Utility Maintenance Mechanic III	1	10	\$ 41,187	\$ 67,135	600894			Nonexempt
700986	Utility Maintenance Supervisor	1	11	\$ 45,013	\$ 73,453	700986			Nonexempt
700987	Utility Maintenance Supervisor, Senior	1	13	\$ 52,755	\$ 86,020	700987			Nonexempt
100332	Utility Operations Manager	1	19	\$ 80,451	\$ 130,837	100332	S	U	Exempt
100394	Utility Planner	1	11	\$ 45,013	\$ 73,453	100394			Exempt
700996	Veterinarian	1	14	\$ 57,385	\$ 94,914	700996			Exempt
700995	Veterinary Technician	1	7	\$ 39,837	\$ 64,934	700995			Nonexempt
CA0001	Victim / Witness Program Advocate	CWA	1	\$ 39,312	\$ 62,899	CA0001	C	U	Nonexempt
CA0002	Victim / Witness Program Assistant Director	CWA	2	\$ 40,362	\$ 64,579	CA0002	C	U	Exempt
CA0018	Victim / Witness Program Coordinator	CWA	4	\$ 42,462	\$ 67,939	CA0018	C	U	Exempt
CA0003	Victim / Witness Program Director	CWA	6	\$ 44,687	\$ 71,435	CA0003	C	U	Exempt
800029	Visitor Services Assistant	1	5	\$ 39,312	\$ 64,079	800029			Nonexempt
800036	Visitor Services Coordinator	1	8	\$ 40,100	\$ 65,362	800036			Nonexempt
100246	Visitor Services Specialist	1	10	\$ 41,187	\$ 67,135	100246			Exempt
600827	Waste Management Automotive Mechanic	1	10	\$ 41,187	\$ 67,135	600827			Nonexempt
100397	Water Chemist	1	11	\$ 45,013	\$ 73,453	100397			Exempt
100398	Water Chemist, Senior	1	12	\$ 48,912	\$ 79,765	100398			Exempt
100399	Water Production Manager	1	19	\$ 80,451	\$ 130,837	100399	S	U	Exempt
100333	Water Quality Manager	1	18	\$ 75,782	\$ 123,572	100333	S	U	Exempt
200543	Water Treatment Supervisor	1	16	\$ 66,353	\$ 108,182	200543			Exempt
200565	Waterworks Operator I	1	9	\$ 40,362	\$ 65,790	200565			Nonexempt
200566	Waterworks Operator II	1	10	\$ 41,187	\$ 67,135	200566			Nonexempt
200567	Waterworks Operator III	1	11	\$ 45,013	\$ 73,453	200567			Nonexempt
200568	Waterworks Operator IV	1	12	\$ 48,912	\$ 79,765	200568			Nonexempt
600897	Welder	1	10	\$ 41,187	\$ 67,135	600897			Nonexempt
SC0041	Work Release Van Driver	SHC	6	\$ 40,362	\$ 64,579	SC0041		U	Nonexempt
100237	Youth Detention Specialist I	1	9	\$ 40,362	\$ 65,790	100237			Nonexempt
800050	Youth Detention Specialist II	1	10	\$ 41,187	\$ 67,135	800050			Nonexempt
800051	Youth Detention Specialist III	1	11	\$ 45,013	\$ 73,453	800051			Nonexempt
H00005	Youth Services Worker	2	H1	\$ 15.00	\$ 24.00	H00005			Nonexempt
200459	Zoning Enforcement Team Leader	1	14	\$ 57,385	\$ 94,914	200459			Exempt
200490	Zoning Inspector I	1	9	\$ 40,362	\$ 65,790	200490			Nonexempt
200491	Zoning Inspector II	1	11	\$ 45,013	\$ 73,453	200491			Nonexempt
200492	Zoning Inspector III	1	12	\$ 48,912	\$ 79,765	200492			Nonexempt
700978	Zoo Manager	1	13	\$ 52,755	\$ 86,020	700978			Exempt
700998	Zookeeper	1	7	\$ 39,837	\$ 64,934	700998			Nonexempt

**FY 2024 Salary Ranges**  
Effective July 1, 2023 - June 30, 2024

<b>Plan 1</b>						
<b>Grade</b>	<b>Minimum</b>		<b>Midpoint</b>		<b>Maximum</b>	
	<b>Salary</b>	<b>Hourly Rate</b>	<b>Salary</b>	<b>Hourly Rate</b>	<b>Salary</b>	<b>Hourly Rate</b>
5	\$39,312	\$18.90	\$51,695	\$24.85	\$64,079	\$30.81
6	\$39,575	\$19.03	\$52,040	\$25.02	\$64,506	\$31.01
7	\$39,837	\$19.15	\$52,386	\$25.19	\$64,934	\$31.22
8	\$40,100	\$19.28	\$52,731	\$25.35	\$65,362	\$31.42
9	\$40,362	\$19.40	\$53,076	\$25.52	\$65,790	\$31.63
10	\$41,187	\$19.80	\$54,161	\$26.04	\$67,135	\$32.28
11	\$45,013	\$21.64	\$59,233	\$28.48	\$73,453	\$35.31
12	\$48,912	\$23.52	\$64,339	\$30.93	\$79,765	\$38.35
13	\$52,755	\$25.36	\$69,387	\$33.36	\$86,020	\$41.36
14	\$57,385	\$27.59	\$76,150	\$36.61	\$94,914	\$45.63
15	\$62,122	\$29.87	\$81,847	\$39.35	\$101,571	\$48.83
16	\$66,353	\$31.90	\$87,267	\$41.96	\$108,182	\$52.01
17	\$70,887	\$34.08	\$93,287	\$44.85	\$115,688	\$55.62
18	\$75,782	\$36.43	\$99,677	\$47.92	\$123,572	\$59.41
19	\$80,451	\$38.68	\$105,644	\$50.79	\$130,837	\$62.90
20	\$85,515	\$41.11	\$112,480	\$54.08	\$139,445	\$67.04
21	\$89,312	\$42.94	\$118,969	\$57.20	\$148,627	\$71.46
22	\$93,841	\$45.12	\$125,825	\$60.49	\$157,808	\$75.87
23	\$98,944	\$47.57	\$133,541	\$64.20	\$168,138	\$80.84
24	\$104,418	\$50.20	\$141,729	\$68.14	\$179,041	\$86.08
25	\$112,750	\$54.21	\$151,634	\$72.90	\$190,518	\$91.60
26	\$124,052	\$59.64	\$169,749	\$81.61	\$215,446	\$103.58
27	\$136,430	\$65.59	\$185,486	\$89.18	\$234,543	\$112.76
28	\$155,277	\$74.65	\$203,885	\$98.02	\$252,493	\$121.39
29	N/R	N/R	N/R	N/R	N/R	N/R
<b>Plan 2</b>						
<b>Grade</b>	<b>Minimum</b>		<b>Midpoint</b>		<b>Maximum</b>	
H1	\$15.00		\$19.50		\$24.00	
H2	\$15.75		\$22.50		\$29.25	
H3	\$16.25		\$29.38		\$42.50	
H4	\$17.00		\$32.25		\$47.50	
H5	\$25.00		\$39.75		\$54.50	
H6	\$29.00		\$50.63		\$72.25	

**FY 2024 Salary Ranges**  
**Effective July 1, 2023 - June 30, 2024**

Pay Plan 5 Schedule (40 hours)													
GRADE	STEP												
	1	2	3	4	5	6	7	8	9	10	11	12	13
1	\$44,342												
Hourly	\$21.318												
2	\$45,937	\$47,062	\$48,234	\$49,440	\$51,912	\$53,209	\$55,870	\$57,267	\$60,130	\$61,634	\$64,715	\$66,333	\$69,649
Hourly	\$22.085	\$22.626	\$23.189	\$23.769	\$24.958	\$25.581	\$26.861	\$27.532	\$28.909	\$29.632	\$31.113	\$31.891	\$33.485
3	\$48,250	\$49,456	\$50,693	\$51,960	\$54,558	\$55,922	\$58,718	\$60,186	\$63,195	\$64,775	\$68,014	\$69,714	\$73,200
Hourly	\$23.197	\$23.777	\$24.372	\$24.981	\$26.230	\$26.886	\$28.230	\$28.936	\$30.382	\$31.142	\$32.699	\$33.517	\$35.192
4	\$53,408	\$54,717	\$56,079	\$57,481	\$60,354	\$61,863	\$64,957	\$66,581	\$69,910	\$71,657	\$75,241	\$77,121	\$80,978
Hourly	\$25.677	\$26.306	\$26.961	\$27.635	\$29.017	\$29.742	\$31.229	\$32.010	\$33.611	\$34.450	\$36.173	\$37.077	\$38.932
5	\$57,786	\$59,203	\$62,156	\$63,710	\$65,303	\$68,567	\$70,281	\$73,795	\$75,641	\$79,422	\$81,408	\$85,478	\$87,615
Hourly	\$27.782	\$28.463	\$29.883	\$30.630	\$31.396	\$32.965	\$33.789	\$35.479	\$36.366	\$38.184	\$39.138	\$41.095	\$42.123
6	\$59,031	\$60,478	\$63,495	\$65,081	\$66,708	\$70,044	\$71,796	\$75,385	\$77,269	\$81,133	\$83,161	\$87,319	\$89,502
Hourly	\$28.380	\$29.076	\$30.526	\$31.289	\$32.071	\$33.675	\$34.517	\$36.243	\$37.149	\$39.006	\$39.981	\$41.981	\$43.030
7	\$69,365	\$71,065	\$74,610	\$76,476	\$80,299	\$82,307	\$86,422	\$88,582	\$93,012	\$95,336	\$100,104	\$102,607	
Hourly	\$33.349	\$34.166	\$35.870	\$36.767	\$38.605	\$39.571	\$41.549	\$42.588	\$44.717	\$45.835	\$48.127	\$49.330	
8	\$85,163	\$87,250	\$91,602	\$93,892	\$98,587	\$101,051	\$103,577	\$108,756	\$111,475	\$117,049			
Hourly	\$40.944	\$41.947	\$44.039	\$45.140	\$47.397	\$48.582	\$49.797	\$52.287	\$53.594	\$56.274			
9	\$95,824	\$98,172	\$103,070	\$105,646	\$108,286	\$113,702	\$116,544	\$122,371	\$125,431	\$131,702			
Hourly	\$46.069	\$47.198	\$49.553	\$50.791	\$52.061	\$54.664	\$56.031	\$58.832	\$60.303	\$63.318			
10	\$114,274	\$117,074	\$122,915	\$125,988	\$129,137	\$132,366	\$138,984	\$142,459					
Hourly	\$54.940	\$56.286	\$59.094	\$60.571	\$62.085	\$63.638	\$66.819	\$68.490					
11	\$115,898	\$118,739	\$124,661	\$127,777	\$130,971	\$134,246	\$140,958	\$144,482					
Hourly	\$55.720	\$57.086	\$59.933	\$61.431	\$62.967	\$64.541	\$67.768	\$69.463					

Pay Plan 5 Schedule (52 hours)													
GRADE	STEP												
	1	2	3	4	5	6	7	8	9	10	11	12	13
1	\$44,342												
Hourly	\$16.398												
2	\$45,937	\$47,062	\$48,234	\$49,440	\$51,912	\$53,209	\$55,870	\$57,267	\$60,130	\$61,634	\$64,715	\$66,333	\$69,649
Hourly	\$16.989	\$17.405	\$17.838	\$18.284	\$19.198	\$19.678	\$20.662	\$21.179	\$22.238	\$22.793	\$23.933	\$24.531	\$25.758
3	\$48,250	\$49,456	\$50,693	\$51,960	\$54,558	\$55,922	\$58,718	\$60,186	\$63,195	\$64,775	\$68,014	\$69,714	\$73,200
Hourly	\$17.844	\$18.290	\$18.747	\$19.216	\$20.177	\$20.681	\$21.715	\$22.258	\$23.371	\$23.955	\$25.153	\$25.782	\$27.071
4	\$53,408	\$54,717	\$56,079	\$57,481	\$60,354	\$61,863	\$64,957	\$66,581	\$69,910	\$71,657	\$75,241	\$77,121	\$80,978
Hourly	\$19.752	\$20.236	\$20.739	\$21.258	\$22.320	\$22.878	\$24.023	\$24.623	\$25.854	\$26.500	\$27.826	\$28.521	\$29.947
5	\$57,786	\$59,203	\$62,156	\$63,710	\$65,303	\$68,567	\$70,281	\$73,795	\$75,641	\$79,422	\$81,408	\$85,478	\$87,615
Hourly	\$21.371	\$21.895	\$22.987	\$23.561	\$24.150	\$25.358	\$25.992	\$27.291	\$27.974	\$29.372	\$30.106	\$31.612	\$32.402
6	\$59,031	\$60,478	\$63,495	\$65,081	\$66,708	\$70,044	\$71,796	\$75,385	\$77,269	\$81,133	\$83,161	\$87,319	\$89,502
Hourly	\$21.831	\$22.366	\$23.482	\$24.068	\$24.670	\$25.904	\$26.552	\$27.879	\$28.576	\$30.005	\$30.755	\$32.293	\$33.100
7	\$69,365	\$71,065	\$74,610	\$76,476	\$80,299	\$82,307	\$86,422	\$88,582	\$93,012	\$95,336	\$100,104	\$102,607	
Hourly	\$25.653	\$26.281	\$27.592	\$28.282	\$29.696	\$30.439	\$31.961	\$32.760	\$34.398	\$35.258	\$37.021	\$37.946	
8	\$85,163	\$87,250	\$91,602	\$93,892	\$98,587	\$101,051	\$103,577	\$108,756	\$111,475	\$117,049			
Hourly	\$31.495	\$32.267	\$33.876	\$34.723	\$36.460	\$37.371	\$38.305	\$40.221	\$41.226	\$43.287			
9	\$95,824	\$98,172	\$103,070	\$105,646	\$108,286	\$113,702	\$116,544	\$122,371	\$125,431	\$131,702			
Hourly	\$35.438	\$36.306	\$38.117	\$39.070	\$40.047	\$42.049	\$43.101	\$45.256	\$46.387	\$48.706			
10	\$114,274	\$117,074	\$122,915	\$125,988	\$129,137	\$132,366	\$138,984	\$142,459					
Hourly	\$42.261	\$43.297	\$45.457	\$46.593	\$47.758	\$48.952	\$51.399	\$52.684					
11	\$115,898	\$118,739	\$124,661	\$127,777	\$130,971	\$134,246	\$140,958	\$144,482					
Hourly	\$42.862	\$43.912	\$46.102	\$47.255	\$48.436	\$49.647	\$52.130	\$53.433					